Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Family and Community Support Specialist**

Qualifications:

Credentials: Director's Credential/Ability and Legally Allowed to Transport Children

Education: Bachelor's degree and/or related experience

Training/Experience Required: Early childhood is required

Special Skills, Knowledge, Abilities:

- Strong knowledge of federal/sate regulations and laws affecting Early Childhood programs.
- Communication skills (oral, written, or business): Basic communication skills to exchange information, give/receive instructions, and respond to inquiries (includes filling out forms; knowledge of grammatical structure; composing correspondence; training and directing others; using creativity and clarity in public speeches and presentations; understanding of specialized vocabulary for preparing correspondence; and proofing of completed documents).
- Ability to work collaboratively with a wide range of stakeholders, including parents, students, faculty, staff, and community partners.
- Ability to work independently and manage multiple priorities.
- Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.
- Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication, and division using whole numbers, fractions, decimals, and/or percentages.
- Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances resolutions, policies and procedures, complex diagrams, plans, contracts, regulations.

Job Goal (Purpose of Position):

- Develops and oversees the district's early childhood childcare programs/Teen Pregnancy/Parent Program and First Days Programs (supports for young children and families ahead of school entry); and is responsible for developing and implementing strategic plans to support early learning on a birth to school-aged continuum.
- Performs duties under limited supervision by providing leadership relative to Birth-Pre-K instruction.
- Ensures staff meets all professional development as required to improve the knowledge of staff/teachers at each age level.
- Works with the community to provide parenting support, guidance, and educational information to families.

- Helps families and childcares/schools communicate about referrals from parents and outside agencies for the purpose of determining if child/students should receive services.
- Facilitates the coordination of outside resources.
- Researches, develops, and distributes information relative to implementing early childhood initiatives.
- Helps staff/teachers provide instruction that meets standards; and that is differentiated in order to accommodate students with special needs in the EC programs.

Contact with Others: An incumbent in this position has regular contact with persons outside the district which requires tact and diplomacy and independent judgment such as problem solving; making formal presentations; interpreting policies and procedures based on experience.

Performance Expectations:
The incumbent/employee will need to:
(A) Be client-driven to resolve problems effectively.
(B) Manage human resources and diversity while promoting productivity and efficiency; health and safety; employee training and development, empowerment, and appraisal; corrective counseling and discipline; resolution of complaints or grievances.
(C) Manage resources with fiscal responsibility while maintaining proper accountability of records
(D) Manage information and communications with staff and public effectively.
(E) Conduct short and long-range planning to set and/or attain district goals and objectives.
(F) Demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems.
(G) Be a collaborator with co-workers, subordinates, supervisors, and community leaders to accomplish district objectives or goals.
(H) Contribute to quality of district programs including extracurricular programs.
(I) Actively pursue personal growth and development.

Essential Job Functions (Performance Responsibilities):
1. Ensures and maintains childcare facilities are licensed by the Department of Human Services and receives all business licenses.

2. Maintains financial information and manages all budgets for Childcare programing, teen pregnancy/parenting program, and First Days Programs (supports for young children and families ahead of school entry).

3. Designs and implements communication and outreach strategies for recruitment of children.

4. Designs and implements targeted recruitment strategies to reach diverse communities throughout the district.

5. Coordinates certifications/compliance needed for Before and Aftercare at Elementary Schools.

6. Hires, supervises, and evaluates staff using district guidelines.

7. Coordination of curriculum programs related to career pathways.

8. Ensure that the staff receives professional development activities that are sustained, intensive, of high quality, and designed to improve staff/teachers' content knowledge and instructional skills.

9. Promotes and maintains collaborative relationships with other early childhood organizations that serve young children.

10. Evaluate professional development offerings to determine the program's effect on improving teachers' knowledge, skills, and student achievement.

11. Provide technical assistance and support to administrators, teachers, and support staff.

12. Take into account the findings of relevant scientifically based research indicating the services that may be most effective for students served through the district's academic programs.

13. Provide strategies and resources for teachers, principals, paraprofessionals, and parents to enable all children to meet the state's student academic achievement standards.

14. Develop strategies to increase parental involvement in programs such as family literacy services.

15. Work collaboratively with other content specialists and teachers to identify opportunities for integration and reinforcement of academic content.

16. Recommend program improvements based on observation, research, and an analysis of student achievement.

17. Collaborate with new teachers to refine knowledge of the curriculum, materials, assessment standards and practices, and instructional approaches.

18. Assist teachers, principals, and other content coordinators with the analysis of data to improve teaching, accountability, decision making, and school improvement efforts and accountability.

19. Maintain a constructive professional working relationship with teachers, administrators, and parents.

20. Provide recommendations for long-term plans in the area of responsibility that meet local, state, and federal requirements.

21. Recommend pilot programs in the observance of established procedures or guidelines.

22. Devise and maintain records and reports as required.

23. Understanding of applicable state and federal laws, regulations, and compliance requirements.

24. Perform other duties as assigned.

Reports To: Deputy Superintendent HR or Designee

Physical/Mental Requirements and Working Conditions:
This is a job that requires various work environments including but not limited to office setting, site locations, supervision of children, driving, and outdoor activities.

Terms of Employment:	250 days, work to be established by Superintendent
Salary:	Salary to be established by Board
Evaluation:	Performance of this job will be evaluated in accordance with the provisions of Board Policy

Approved 8/12/2024
Revised 9/9/2024