JOB DESCRIPTION

JOB TITLE: Parent Coordinator: Headstart

Job Family: Instructional/Student Services

Range: 16

Job Purpose Statement/s: The job of "Parent Coordinator: Headstart" is done for the purpose/s to develop, organize, maintain and expand parent activities and performs liaison duties between school, parent and community, including home visits; incumbents receive general and direct supervision from the Administrator; incumbents maintain close cooperation and communication with teachers and parents to effectively integrate parents and volunteers.

Essential Job Functions:

* **Determines** the ongoing and expressed needs of enrolled families.
* **Recruits** volunteers.
* **Maintains** confidentiality of all records, reports and comments.
* **Maintains** reference records of parents and volunteer community resources.
* **Organizes** and schedules parents training workshops and meetings; transport parents to functions as necessary.
* **Transports** parents to functions as necessary.
* **Coordinates** recognition activities of parents and volunteers.
* **Participates** in evaluation of parent's participation and volunteer program.
* **Develops** a monthly Newsletter.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

* **Experience Required:** Experience in the areas of recruitment and training of adults; preschool programs and working with low-income families;
* **Skills, Knowledge and/or Abilities Required**:

  Skills: Communication and organizational skills; knowledge of community resources; bilingual preferred.

  Knowledge of public relations, recruitment strategies and experience in training programs for adult learners; the Headstart program; diverse economic and social backgrounds to families within the community; understanding of the sensitivity to various cultures. Correct English usage, spelling, grammar, punctuation and math; understanding of school objectives, community resources related to classroom application and record keeping and report writing.

Abilities to understand oral and written instructions; maintain effective personal relationships with community members, parents, teachers and school administration; motivate others. Exercise leadership and supervision of parent volunteers; accept policy guidance, direction and training; communicate policies to parents and volunteers; make decisions and general teamwork and loyalty.

* **Education Required:** High School diploma or equivalent.

***** **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test. Possession of a valid California Driver's License; evidence of insurability (this position requires driving parents in the Headstart van).