LAKE ELSINORE UNIFIED SCHOOL DISTRICT
CFS Facilitator

TITLE:	CFS Facilitator	**REPORTS TO**:	CFS Coordinator
DEPARTMENT:	Children and Family Services	**CLASSIFICATION:**	Certificated/Classified MGMT.
SALARY RANGE:	Cert./CLASS MGMT Salary Schedule	**ADOPTED:**	October 8, 2020

PURPOSE STATEMENT: Under the direction of the Coordinator of Children & Family Services, this position is responsible for assisting with the planning, directing and supervising of early childhood programs including intervention and preventative mental health programs, with a focus on children 0 to 5 years of age and their families; perform related work as assigned. This position will supervise/evaluate assigned staff. May provide oversight when Coordinator is out of District.

REPRESENTATIVE DUTIES: The Facilitator will coordinate enrollment, recruitment, selection, attendance and eligibility for the State Preschool and/or Head Start programs; coordinate the Mental Health and Disabilities for the State Preschool and/or Head Start programs; assist with leading in the Multi-Tiered Systems of Support (MTSS) process; coordinate the Health and Nutrition for the State Preschool and/or Head Start programs; coordinate family engagement for the Head Start/State Preschool programs; coordinate the department's technology processes including the website and social media support; and coordinate the planning/writing of the Annual Program Self Evaluation for State Preschool in collaboration with CFS administration.

ESSENTIAL POSITION FUNCTIONS:

- The Facilitator of Preschool provides district-wide support in the following areas:
- Assumes responsibility for day-to-day operations of preschool programs providing direction and guidance to assigned program staff (E);
- Plans and facilitates an early intervention and preventative mental health services that compliments the age appropriate developmental and educational goals of participants (E);
- Confers with early intervention and preventative mental health program personnel and other stakeholders to develop and facilitates strategies for children with special needs (E);
- Establishes and maintains a safe and healthy learning environment; Communicates with parents and staff concerning program activities (E);
- Maintain accurate enrollment and attendance information and medication records for each child (E);
- Inspects, reviews, and evaluates game activity areas and equipment to ensure that activities are conducted in a safe and non-hazardous environment (E);
- Administers procedures for established District policies and procedures (E); Helps to create new district/program Policies and Procedures when warranted;
- Schedules and participates in early intervention and preventative mental health programs; Discusses physical and emotional developmental progress; Collaborates with parents on setting individual participant developmental goals; Maintains developmental assessments on 0 to 5 years infants, toddlers and/or children participating in programs (E);
- Prepares and maintains a variety of records, files and reports related to assigned activities; Compile and tabulate statistical data for evaluation progress and developmental status of program participants (E);
- Maintains the confidentiality of information used in personnel issues and/or District functions (E);
- Interprets policies and procedures; Promotes positive community relations by explaining program goals, objectives and methods to parents and the public (E);
- Arranges for and supervises purchase of necessary equipment, supplies and other items as needed; Assures the care and maintenance of facilities and equipment (E);
- Attends orientations, in-service training, educational programs, conferences and workshops as required (E);

LAKE ELSINORE UNIFIED SCHOOL DISTRICT
CFS Facilitator

- Reports suspected child abuse and communicable diseases to coordinator and appropriate agencies (E);
- Performs a variety of personnel supervisory functions including assisting in employee selection, training, evaluation, and scheduling (E);
- Assures timely communications between assigned office and District employees; Resolves issues as appropriate; Diffuses difficult situations; Exercises independent judgment in the use and interpretation of District policies and procedures; Works independently with minimal direction (E);
- Establishes a communication network with his/her Supervisor, District/County-wide pre-school facilitators; Demonstrates a high visibility throughout the site/District and collaborative interpersonal skills (E);
- Works independently, establishes and maintains project deadlines, manages multiple projects, works with a variety of individuals and groups, communicates orally and in writing, and travels to various locations;
- Prepares federal, state, and locally required reports (E);
- Supervises and evaluates the performance of all assigned personnel in accordance with the District's adopted uniform guidelines for evaluation and assessment, recommends appropriate action in cases of substandard performances, and identifies and encourages individual staff members with leadership potential (E);
- Delegates functions and responsibilities to qualified assistants (if applicable) in such manner that the total program operates effectively and provides professional development for personnel (E);
- Utilizes technology to maximize job performance; Prioritizes and manages a variety of complex tasks and analyzes situations accurately and adopts an effective course of action (E);
- Perform other related duties as assigned

Ability to:

- Work independently with little direction; Maintain professional and positive relationships
- Operate a computer and job-related equipment
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain current knowledge of applicable early childhood related regulations
- Establish and maintain a variety of accurate record keeping and filing systems
- Communicate effectively both orally and in writing
- Maintain consistent, punctual and regular attendance

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze, interpret data, and problem solve
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

LAKE ELSINORE UNIFIED SCHOOL DISTRICT
CFS Facilitator

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations

Minimum Required Qualifications:

1. Education/Experience: Minimum three (3) years successful supervisory experience in preschool; Bachelor's Degree from an accredited college or university with major coursework in early childhood education or health and human services; Minimum of five (5) years prior work experience with children ages 0 to 5 years of age and their families in a structured setting;
2. Knowledge of: Practical learning and developmental patterns and behavior of infants, toddlers, and preschool children; Program management and recordkeeping techniques; Child guidance techniques; General needs and behavior of children; Correct English usage, grammar, spelling, punctuation and vocabulary; Health and safety guidelines and regulations; Basic CPR/First Aid; Strong skills in the areas of communication and interpersonal skills; Modern technology and office procedures, methods of print, audio, video, and multimedia presentations for Distance Learning and Training of Staff; Computer equipment, and computer software application necessary to perform required duties; Understanding of the importance of treating individuals with dignity and respect; Comprehensive knowledge of applicable law, regulations, and procedures; District organization, operations, policies, and objectives; Correct English usage, grammar, spelling, punctuation, vocabulary, composition, and mathematics; Oral and written communication skills; Telephone techniques and etiquette; Outstanding public relations techniques; and Collective Bargaining Agreements.
3. Ability to: Use and evaluate current effective program practices, program development implementation and evaluation;; Work effectively in a dynamic environment characterized by multiple priorities; Work as a member of a multidisciplinary team in an educational environment; Edit and prepare clear, complete, and concise reports, policy statements, and other written materials; Produce effective, meaningful written communications; Determine and retain privileged communications; Utilize a variety of computer applications, with the ability to quickly master new applications; Operate a computer terminal and audio-visual equipment; Plan, organize, and prioritize work to meet multiple schedules and deadlines while managing tasks simultaneously; Work independently and under pressure; Understand, analyze, and prepare comprehensive narrative and statistical reports; Establish and maintain effective/cooperative working relationships with District staff, community members, and business contacts; Supervise and evaluate the performance of assigned staff; Ability to speak, read, and effectively communicate in Spanish preferred.
4. Licenses/Testing: Valid Child Development Program Director Permit preferred; Valid Child Development Site Supervisor Permit required; Valid CPR/First Aid card for infants and children; Valid CA Driver's License and evidence of insurability; Department of Justice Fingerprint Clearance, and negative pre-employment drug screen test/negative TB results

Salary/Work Year:
Commensurate to the LEUSD Certificated/Classified Management Schedule

Supervision:
Coordinator of Children and Family Services