

Magnolia School District

FAMILY SERVICES SPECIALIST / BILINGUAL

DEFINITION

Under the supervision of the School Readiness Coordinator, assist and support Preschool Family Services Outreach Assistants with monitoring and maintaining student, family and case files; provide training and coaching to Preschool Family Services Outreach Assistants; provide work direction to staff as assigned; prepare and maintain records, lists and reports; performs other related work as necessary or required.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the classification.

- Provides support and assistance to Preschool Family Services Outreach Assistants with monitoring and maintaining family, student and case files;
- Evaluates program goals and objectives and assists staff to ensure compliance;
- Plans, organizes and coordinates referrals of students and families to social service agencies;
- Serves as liaison between agencies and district staff if needed;
- Trains, assigns, reviews and coordinates the work of assigned staff;
- Provides work direction to others as required;
- Notifies staff of information pertinent to the needs of the program;
- Assists Preschool Family Services Outreach Assistants in the areas of monitoring and tracking of family files, including referrals, home visits and parent involvement; make home visits if necessary;
- Communicates and coordinates various activities with teachers, parents and staff;
- Completes attendance reports;
- Enters and maintains Child Development Management Information Systems (CDMIS) – CDE database for state preschool;
- Enrolls/enters all students in District database;
- Transfers records to Kindergarten and maintains records;
- Manages AESOP for all School Readiness classroom staff;
- Generates reports for student assessment data;
- Completes oral and written translations and acts as translator for non-English speaking parents;
- Assists Family Services Outreach Assistants with identifying needs of students and families and determining eligibility;
- Provides information and assists with referrals;
- Explains policies, procedures, rules and regulations;
- Prepares and maintains a variety of records and reports related to assigned activities;
- Prepare calendar of events and schedules;
- Assures compliance of program with current regulations, requirements and best practice;
- Attends staff, parent and other meetings as assigned;
- Attends workshops, training sessions and seminars as appropriate;
- Prepares and tallies family needs assessment forms;
- Compiles and prepares program reports as assigned;
- Performs various clerical and secretarial duties;
- Assists the School Readiness Nurse and other program staff as needed;
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- District programs, rules, regulations, policies and procedures;
- Report preparation and writing techniques;
- Eligibility requirements for assigned programs;
- Principles and practices of training, mentoring, coaching and providing work direction
- Budget preparation and control;
- Diverse socioeconomic, cultural, disability and ethnic backgrounds of District students;
- Early childhood education programs and concepts;
- Community resources;
- Correct English and Spanish usage, Spelling, Grammar, Vocabulary, Punctuation and Arithmetic concepts;
- English and second language of District need (ability to speak, read and write fluently in both languages);
- Interpersonal skills using tact, patience, and courtesy;
- Oral and written communication skills;
- Record keeping techniques;
- Applicable laws, rules and regulations related to the assigned program;
- Correct oral and written usage of English and designated second language;
- Current District technology and software.

Ability to:

- Provide support and serve as primary contact for Preschool Family Services Outreach Assistants;
- Serve as liaison and provide information regarding services for families and children to Family Services Assistants;
- Read, speak and write fluently in English and a language other than English as identified by the District;
- Understand and translate in a language other than English;
- Maintain records and coordinate, compile and prepare required monthly reports;
- Prepare and tally family need assessment forms;
- Analyze situations accurately and adopt effective course of action;
- Establish and maintain effective, respectful and cooperative working relationships with school staff, fellow employees, supervisors and the public;
- Communicate effectively both orally and in writing;
- Prioritize, schedule, and review work of others;
- Train and provide work direction and guidance to others;
- Meet schedules and time lines;
- Maintain confidentiality of sensitive information;
- Work independently with little direction;
- Use current District technology and software;
- Exchange information in person and on the telephone;
- Provide information regarding early childhood development of children;
- Understand and carry out written and oral instructions;
- Work independently with little direction;
- Take on new responsibilities and adapt to changing situations.

Education

- High school diploma or equivalent;
- Supplemental courses in computer usage and word processing would be desirable;
- Post-secondary Education – Preferred;
- Pass a rigorous District test related to the field applied.

Experience

- Three years of experience in clerical work, preferably in a school district;
- One year of experience working with children and families in an early childhood program desirable;
- A background of working with the public.

DESIRABLE QUALIFICATIONS

- Knowledge of District Policy;
- Knowledge of First Aid/CPR;
- Knowledge of District policies.

WORKING ENVIRONMENT

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee's primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Depending on the work location, this assignment may involve sitting some of the time, but will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 37

Revised: 6/30/16, 03/2018

Approved: 04/2017, 03/2018

EQUAL OPPORTUNITY EMPLOYER
