

**Central Valley School District  
Job Description**

**TITLE            ELC Specialist: Family Service Coordinator**

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**GENERAL SUMMARY**

The Family Support Specialist (FSS) maintains an outreach recruitment and enrollment process throughout the school year. The FSS works in partnership with the site team to encourage and plan for parent participation in their child's education. The FSS works together with families in an effort to support them in recognizing and building upon their family strengths and improving the conditions and quality of their family life. The FSS's work will adhere to ECEAP Performance Standards, Service Plans, electronic reporting system, and the principles of best practice in the field of family support.

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**ESSENTIAL JOB FUNCTIONS**

Depending upon the individual assignment, the ELC Family Service Coordinator Specialist may perform all or a combination of the following:

1. **Team Player:** Contributes to the development of positive communication, mutual respect, mutual support, competence and creativity among all members of the ELC staff. Responsible for keeping informed of ongoing program changes and updates.
2. **Recruitment:** Organizes and conducts ongoing recruitment to ensure full enrollment in the ELC center. In collaboration with other site staff, participates in ongoing recruitment.
3. **Enrollment:** Organizes and conducts enrollment activities, interviews parents to determine program eligibility, verifies income and obtains necessary parent permission for ECEAP activities and refers all other families to the tuition based preschool program.
4. **Orientation:** In collaboration with site staff, organizes and conducts parent orientations to ELC, including orienting parents to their rights and responsibilities in ELC and explaining relevant ELC policies and curriculum approaches.
5. **Family Support:** Assists families in recognizing their strengths and supports them in setting goals planning how to meet the goals through the development of a Family Partnership Plan. Works in partnership with families to overcome barriers and work towards stated goals. Works with diverse populations and accesses interpreters as needed.
6. **Home Visits:** Visits family's home as appropriate for interviewing parents, informing parents of school and/or community resources and providing child development and parenting information.
7. **Health Information:** Collects and identifies health and nutrition information including medical, dental, immunization records and other information from parents and health providers and communicates information with classroom staff and program nurse as needed. Provides or assists with providing health screenings, immunization verifications, and outside agency referrals (e.g. hearing, vision, immunization compliance, height/weight relationships, etc.) for the purpose of promoting needed treatment and complying with program requirements. Provides health, nutrition and oral health

education to children and families including education of parents about advocating for the child's health needs. Also provides health education materials and resources.

8. **Crisis Intervention:** Provides support to families experiencing a crisis and refers them to emergency assistance and crisis intervention providers, as appropriate.
9. **Parent Partnerships:** Partners with parents for the purpose of assisting with access to health providers, obtaining exams, identifying obstacles to completing exams and securing appropriate treatment and follow-up on referrals for children. Promotes parent, staff and community partnerships in ELC through various methods (e.g., parent meetings, parent leadership, Parent Professional Development opportunities, newsletters, parent trainings, home visits, Policy Council, volunteer opportunities and other strategies). Encourages parents to participate in the decisions concerning the education of their children and supports families involved in site leadership activities.
10. **Transitions:** Works with families and site team to ensure smooth transitions for children and families to before- and after-school care and between ELC and Kindergarten.
11. **Family Events:** In collaboration with site staff and families, plans and facilitates family events that respond to specific training interests and information requests as indicated on a Parent Interest Survey or through other parent input throughout the year. Works with the site team and parents to schedule family events at times that are convenient for families.
12. **Documentation:** Maintains accurate records including enrollment information, family resource checklist, and documentation of referrals made and follow-up, compiles and submits monthly activity report information and other required records.
13. **Interdisciplinary Staffing:** Participates in interdisciplinary planning for children and families to include staffing, multidisciplinary teams, individual education plans and other cross-component coordination efforts.
14. **Professional Development:** Thirty hours of Basic MERIT training must be completed upon hire; plus 15 hours of MERIT training required annually. Complete mandatory CVSD annual training. Participates in in-service staff trainings, staff meetings, and other education opportunities to gain knowledge and skills throughout the year.
15. **Community Collaboration and Communication:** Establishes connections with community members and agencies in order to promote and enhance services for the ELC families, and maintains connections through attending pertinent community-based meetings. Develops and maintains an updated list of community resources including community health/oral health/nutrition resources.
16. Performs other duties as assigned.

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## **OTHER FUNCTIONS**

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### **REPORTING RELATIONSHIPS**

This position reports to the Program Supervisor/Building Principal.

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### **MENTAL DEMANDS**

May experience frequent interruptions; may be required to shift tasks and priorities; required to deal with a wide range of student behaviors; required to deal with a wide range of physical and emotional disabilities, may occasionally deal with distraught or difficult students.

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### **PHYSICAL DEMANDS**

Potentially exposed to ordinary infectious diseases carried by students; exposed to student noise levels; required to lift, move and position students and equipment; playground supervision and bus loading requires working outdoors in inclement weather; required to attend to students personal hygiene; may be exposed to biting behavior; may need to take precautions to avoid exposure to student bodily fluids and cleaning or disinfecting compounds; required to work in non-routine positions for extended periods. Required to stand for prolonged periods; may occasionally be exposed to recklessly operated vehicles. Lift and hold children. Lift and move educational materials and equipment up to 40 pounds. Stand, stoop, kneel, bend, and work with children on the floor for extended periods of time.

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### **MINIMUM QUALIFICATIONS**

1. BA degree in the area of social work, psychology/counseling, adult education from an accredited public or private institution of higher education.
2. Preferred two years working with low-income population.
3. Requirements for employment; valid first aid/CPR card, food handlers' card, negative T.B. test, DEL portable background check. Within 90 days of hire must have health clearance, immunizations, and other required trainings as per DSHS licensing regulations.
4. Knowledge of local and state agencies and organizations that provide social services to low income families.
5. Train in case management techniques.
6. Ability to communicate clearly and work effectively with children, staff, parents and volunteers in ELC and with the Central Valley School District.
7. Must be self-directed, motivated, punctual and flexible.
8. Ability to problem-solve complex situations involving children and families.
9. Experience dealing with families in crisis.
10. Familiarity with personal computers including Word and Windows. Ability to work with data base systems to track case management preferred.
11. Ability to work as a team member.
12. Ability to use effective organization and time management skills.
13. Must be at least 21 years of age.

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### **CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

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### **UNIT AFFILIATION**

PSE-ECP – Early Childhood Program

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