

Anaconda Public Schools

FAMILY ENGAGEMENT COORDINATOR

1. **SUPERVISOR OF THIS POSITION:** Building Principal**PROGRAM:** WK Dwyer Elementary School**GRADE:** Pre - School2. **GENERAL POSITON SUMMARY:**

This position assists in carrying out Family & Community Partnerships by working in partnership with families to establish family goals, serving as child and family resource and referral, supporting parent engagement activities and developing partnerships with community agencies.

The role of the Family Engagement Coordinator is to honor and support the child and family, promote healthy relationships, treat all with respect, provide coordinated collaborative outreach and support to families and coordinate with community partners. The Family Support Engagement Coordinator will support the parents/guardians as their child's first and most important teacher and promote family literacy to help families develop self-sufficiency and economic stability.

The Family Engagement Coordinator will promote an attitude of helpfulness by fostering a positive, healthy work environment.

3. **DUTIES AND RESPONSIBILITIES OF THE POSITION:**A. **PROGRAM DEVELOPMENT**

1. Coordinates with center staff to promote family engagement in the program as a classroom visitor, volunteer, employee, and/or participant in family events.
2. Assists in planning, implementing and attending family engagement and fatherhood initiative activities.
3. Promotes effective community support for families by coordinating and advocating for services with community partnership agencies.
4. Develops a working knowledge of community resources. Annually visits with major agencies for service delivery updates.
5. Attends all required training and workshops.
6. Keeps current on information that pertains to the needs of the children and families in the program and makes appropriate referrals.
7. Works as a partner and meets regularly with the assigned classroom teachers.
8. Provides training to program staff on best strategies for engaging parents in decisions about their children
9. Leads the development, with parent and program staff input, of a family and community engagement plan that includes transition planning and activities, an up-to-date community specific referral and resource tool, a procedure for referral and follow up, comprehensive services, and specific activities for family engagement
10. Coordinates comprehensive health screenings between the preschool program, community, and families.

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B. PROGRAM IMPLEMENTATION

1. Recruits prospective families and students who are eligible for 4 year old preschool.
2. Coordinates with center staff to enhance family and community volunteerism.
3. Conducts activities to complete child health and safety objectives; follows-up with parents to ensure compliance; reports any health concerns to appropriate program personnel.
4. Establishes a relationship of trust and rapport with the parent/guardians of the child.
5. Organizes and prioritizes time in order to complete a variety of tasks on a daily basis.
6. Works with co-workers and professionals in a collaborative manner.
7. Accesses e-mail and uses for communication purposes.
8. Uses computer for required documentation.

C. RECORD KEEPING

1. Documents efforts to assist families in identifying their strengths, needs, and sufficiency goals; tracks family partnership efforts and outcomes; records and monitors referrals for support services.
2. Schedules and documents visits and conferences with families as required.
3. Submits reports to the supervisor as requested/scheduled.

D. PARENT ENGAGEMENT & COMMUNITY RELATIONS

1. Coordinates with center staff to integrate family partnership goals with classroom efforts to ensure integrated child and family curriculum.
2. Participates in team management functions of planning, implementing, and evaluating Family and Community Partnership goals and objectives.
3. Establishes a relationship of trust and rapport with the parents/guardians of the children and treats them with respect.
4. Conducts home visits to facilitate family plans and assist families in achieving identified goals.
5. Engages parents in decisions about their children's education and development, helps families build protective factors, and helps parents support their children's learning at home.
6. Assists families making the transition to Kindergarten.
7. Participates in the orientation of parents to the Preschool program throughout the year.
8. Acts as a liaison between the program and the rest of the community.
9. Maintains strict confidentiality with respect to program children, families and staff in accordance with established policies and procedures.
10. Meets regularly with community partners within their High-Need Community to coordinate comprehensive services and is a part of their local early childhood collation.

E. PERFORMS OTHER DUTIES AS ASSIGNED.

4. **KNOWLEDGE, SKILLS AND ABILITIES:**

KNOWLEDGE: Demonstrates a comprehensive understanding of early child development and developmentally appropriate practices in early childhood education, the various service resources in the community, team leadership, collaboration and family engagement knowledge, the range of social,

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emotional, cognitive, physical development, and special needs associated with early childhood development, a variety of communication methods appropriate to early childhood.

Demonstrates knowledge of human relations skills; adherence to the state and federal policies and procedures pertaining to child abuse and neglect.

COMPUTER SKILLS: Demonstrates a level of computer literacy that allows them to use and fill out online documentation, access and respond to email, open attachments, and access other routine programmatic documents on an as needed basis.

ABILITIES: To be perceptive of the needs of children and their families with a range of personalities, diverse backgrounds and economic and cultural differences; keeps all information on families strictly confidential, communicate effectively in English through written and verbal means.

5. **EDUCATION AND EXPERIENCE:**

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to a bachelor's degree in social work or a related human service field and three years of experience working with people living in poverty. Willing to continue education as suggested or required by the program.

MMR and Td/Tdap immunizations, a Tuberculosis Screening/Risk Assessment, and a criminal records check are required prior to hiring. Employee must submit to MT State Child Care Licensing Program requirements which include a criminal background check, Protective Services check, and a Department of Motor Vehicles check. If employee has lived in Montana less than 5 years, an out of state(s) FBI fingerprint background check will be conducted. Prior to employment, new employees must provide an Employee Health Form signed by their Health Care Provider verifying they do not, because of communicable diseases, pose a significant risk to the health and safety of the children.

All staff must obtain First Aid and CPR certification and maintain current certification. (Agency Name) requires all education staff to be members of the Montana Early Childhood Project (MTECP) Practitioner Registry and maintain current registration. Successful employees will receive assistance in applying to the Early Childhood Practitioner Registry. Please see www.mtecp.org.

Personalize for individual agency needs.

6. **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Must be able to meet the physical qualifications of the position with or without accommodation:

- Use hands to manipulate, handle, feel, and control items or equipment.
- Talk, hear, and communicate with families; hearing within a normal range is required.
- See and be able to read, write and interpret written documents. Specific vision abilities required include close vision, distance vision, peripheral vision and depth perception.

Travel time to make contact with families and agencies is required approximately 25% of the time. All staff must know and exercise Universal Precautions.