

POSITION	FAMILY SUPPORT ASSISTANT—HEAD START
CLASSIFICATION	Non-Exempt/Full-Time
COMPENSATION	Level O, M, or L
SUPERVISORY CONTROL	Family/Community Partnerships Assistant Coordinator
SUPERVISION EXERCISED	N/A
SUMMARY of RESPONSIBILITIES	
Facilitate relationships among the home, the parents, community agencies, and resources and the staff in Head Start classes. Provide a planned program of experience and activities that support and enhance the parents' role as the principal influence in their child's education and development within the Head Start program.	

QUALIFICATIONS

<p><u>EDUCATION & EXPERIENCE:</u></p> <p>Level 1: high school diploma or equivalent</p> <p>Level 2: associate's degree in human services related degree</p> <p>Level 3: bachelor's degree in human services or related degree</p> <p>Prefer experience working with families.</p>	<p><u>KNOWLEDGE & SKILLS Required:</u></p> <ul style="list-style-type: none"> • Ability to communicate effectively • Willingness to learn • Motivation and self discipline to learn independently
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GENERAL EXPECTATIONS

1. Have an interest in and concern for children and their families.
2. Follow policies and procedures of the organization.
3. Consistently report to work on time prepared to perform duties of position.
4. Support agency mission and program philosophy.
5. Maintain confidentiality.
6. Maintain a positive and respectful attitude.
7. Use agency computer system to complete duties.
7. Attend and make use of training opportunities.

DUTIES AND RESPONSIBILITIES

1. Coordinate and implement Family/Community Partnerships component with all SUMCD programs and staff.
2. Assist with systematic recruitment and orientation of eligible children and families.
3. Help families locate needed community services and make necessary arrangements, accompanying them if needed.
4. Encourage and coordinate parent participation through planning, organizing, and carrying out parent activities with the help staff and parents. Be a facilitator and liaison between classroom and component staff regarding the welfare of families and children.
5. Assist with implementation of family/community partnerships policies and guidelines as set forth by the Head Start Policy Council.
6. Complete a minimum of two home visits per program year.
7. Schedule required teacher home visits and parent/teacher conferences.
8. Plan and provide appropriate training to parents regarding Family/Community Partnerships component plans as per assignments.
9. Consult regularly with management staff.
10. Interpret Head Start objectives and concepts to parents.
11. Assist education staff in planning and carrying out Family Event activities, including parent trainings.

12. Function as community advocate for families; acquaint staff and parents with existing network of community service agencies in our geographic area.
13. Work to identify and remedy gaps in the delivery of community services.
14. Transport parents and children to health and community service agencies, when needed.
15. Assist with implementation of the Child Abuse Plan.
16. Assist with monitoring classroom and home visit attendance and checking out chronic child absence as per agency policies.
17. Be familiar with current Head Start regulations, policies, and legislation relating to parent involvement and social services.
18. Maintain family/community partnerships records.
19. Assist with informing community of parent activities including notices, press releases, etc.
20. Assume responsibility for all Head Start systems, including non-federal share, education outcomes, and family engagement.
21. Provide transportation to children and families **in personal vehicle or** agency vehicles as needed.
22. Perform other duties as assigned.

PHYSICAL FUNCTIONS

In order to carry out the essential functions of this position, the employee must be able to perform the following physical functions without any health restrictions: stand and walk for 30 minutes continuously; run for 2 minutes continuously; sit in adult chairs for 60 minutes continuously; sit in child size chairs for 30 minutes continuously; sit on the floor for 30 minutes continuously; squat, kneel, and bend frequently and continuously; push up to 30 pounds on flat surfaces; lift and carry 30 pounds; reach to shoulder height; balance for unpredictable environment with obstacles; climb up and down stairs; hear and see within normal ranges; work indoors in temperatures between 60 – 90 degrees; outside temperatures between 25 – 95 degrees; finger dexterity to be able to write, type, manipulate toys, cooking activities; exposure to noise which is typical in a classroom setting; drive a vehicle.

Mental Requirements

Effective English communication skills verbally and in writing, including both expressive and receptive skills.

Creativity in service delivery of family services along with team management and coordination.

Effective time management.

Mental flexibility.

Child behavior management which supports learning in a relaxed, calm environment.

Effective adult learning approaches and techniques.

Judgment which results in sound decisions.

Initiative and resourcefulness in meeting job requirements and objectives.

Emotional Requirements

Motivation and self discipline to learn independently.

Patience in family services, teamwork, and supervision.

Interpersonal skills which support constructive workplace relationships and teamwork

Manage repetitive instructional tasks such as observations/assessments, ECE skill teaching (with adults and children) without experiencing undue stress.

Maintain energy and display enthusiasm for work.

Take appropriate emotional risks to implement new techniques and approaches.

Maintain professional boundaries with other employees and with children/families.

MARGINAL FUNCTIONS

Provide transportation in personal vehicle or agency vehicles as needed: Have access to a vehicle with current registration, inspection and insurance; have a valid state driver's license; agree to use safety equipment in the vehicle properly; and be willing to use this vehicle on the job for self and transportation of others.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone of this position may perform. All employees of Snyder Union Mifflin Child Development, Inc. are expected to perform tasks as assigned, regardless of job title or routine job duties.

I HAVE READ AND UNDERSTAND THE DUTIES AND RESPONSIBILITIES OF THIS POSITION.

Name

Date