



WEST CENTRAL MN COMMUNITIES ACTION, INC.

“Partnering to build community and empower people to overcome poverty and achieve their full potential.”

Employee Name		Division
		Head Start
Job Title	Job Classification Code	FLSA Status
Head Start Family Ed Specialist I / II	Grade 6 / 5	Nonexempt
Reports to:		FTE
Head Start Family Education Specialist		Full-time
Employee’s Signature		Date
Supervisor’s Signature		Date

PRIMARY FUNCTIONS

- Lead and supervise a team to provide a positive learning environment for 3-5-year-old children maximizing the involvement of families to support the learning process, and assist the family in its own efforts to improve the conditions and quality of family life.
- Responsible to cultivate strong relationships with parents, to invite them to participate in all Head Start opportunities and to feel empowered in the Head Start programs.
- Responsible in training parents in their role on parent committees and Head Start Policy Council. Responsibilities to include election of parents from centers to Head Start Policy Council.

AGENCY EXPECTATIONS

- Adhere to Agency policies and procedures.
- Acts as a role model within and outside the Agency.
- Provide friendly, responsive service to the public, community organizations and to those we serve.
- With a respectful and positive attitude, work with low-income individuals and families with diverse backgrounds.
- Support, develop and maintain productive relationships required to carry out job activities.
- Demonstrate flexible and efficient time management.
- Maintain the security and confidentiality of all records and interpersonal interactions.
- Serve as an advocate.
- Work effectively and cooperatively with community partners and co-workers.
- Participate in Agency-wide and program events.



“Partnering to build community and empower people to overcome poverty and achieve their full potential.”

QUALIFICATIONS

Minimum – FES II

- Must be 18 years of age
- Minimum of CDA (Child Development) Associate or AA in Early Childhood education
- One (1) year work related experience
- Meet minimum standards per Head Start Performance Standards and Minnesota Rule 3 Licensing
- Thorough knowledge of Microsoft Office applications
- Proof of valid driver’s license and current/adequate vehicle insurance coverage

Minimum – FES I

- BA or BS or Advanced degree with either Early Childhood as a major field of study or with Early Childhood licensure from Minnesota.
- 1-3 years of experience in working with preschool children
- Meet minimum standards per Head Start Performance Standards and Minnesota Rule 3 Licensing
- Thorough knowledge of Microsoft Office applications
- Proof of valid driver’s license and current/adequate vehicle insurance coverage

Preferred

- General knowledge of the Head Start program
- Demonstrated understanding of diverse backgrounds and cultures

REPORTING TO THIS POSITION ARE:

Head Start Assistant Family Education Specialist and/or Head Start Teacher’s Aide

ESSENTIAL FUNCTIONS

1. Work directly with children in context of the program plan and curriculum.
 - a. Engage children during mealtime
 - b. Participate in play activities and bus rides
2. Teaching of 3-5-year-old children, which requires behavior management, making developmental observations and time management.
 - a. Establish goals for all children and oversee the development of appropriate *individualized* lesson plans and their implementation.
 - b. Work directly with children in the context of the program plan.
 - c. Observe and record children’s behavior and development and along with team plan modifications to meet children’s individual needs.
 - d. Understand and implement appropriate documentation processes.
 - e. Implement ongoing outreach and recruitment to ensure high enrollment.
 - f. Set up and maintain an environment supportive of the learning process.
 - g. Help to identify and track children who have or require a referral to health or educational specialists and monitor progress in achieving goals.

3. Responsibility towards Head Start governance activities
 - a. Informing parents of their opportunities towards program governance, including review during orientation with all families.
 - b. Responsible for scheduling and offering timely parent meetings at their respective centers, which involves local opportunities in connecting to area school districts.
 - c. Responsibility at each parent meeting includes informing parents of Policy Council roles and responsibilities, summary of the meetings, and the election of a representative to Policy Council and documentation of that representative.
4. Plan with the family to create and maintain a positive environment allowing for each child's individual needs and each family's growth.
 - a. Complete a family needs assessment and assist the family in meeting needs identified.
 - b. Assist families in completing a family map and in goal setting.
 - c. Through constant communication involve parents in addressing any concerns.
 - d. Conduct home visits to facilitate learning and establish and strengthen the home and school connection.
 - e. Develop family and community partnerships.
 - f. Assist families in their own efforts to improve family life and connect them with the appropriate resources.
 - g. Hold family events to support program goals in collaboration with community events, when possible.
5. Be familiar with community resources and collaborate with other organizations efficiently.
6. Participate in case management in collaboration with HS Supervisor, Health Coordinator, HS mental health consultant and Family System Specialist to identify child or family needs and appropriate follow-up services.
7. As the leader of the center team, lead and facilitate a process that will result in center lesson planning and observations.
8. Supervise staff and perform annual appraisals.
9. Act as site director for day-to-day operations.
10. Conduct regular program assessments.
11. Maintain and track health records.
12. Ensure safety of Head Start Children. Report accidents, illnesses or child abuse and neglect.
13. Act as an advocate and community resource for Head Start families.
14. Attend IEP meetings, S.T.A.R. meetings, staff meetings, etc.

“Partnering to build community and empower people to overcome poverty and achieve their full potential.”

15. Participate in all required training including First Aid and CPR, which is necessary for certification/licensure.
16. Keep immediate supervisor informed of all problems, unusual or extraordinary matters of significance coming to his/her attention, so that prompt corrective action can be taken as needed.
17. All other duties as assigned by supervisor, including participation in Agency and program committees.

AMERICANS WITH DISABILITY SPECIFICATIONS

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance, stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- The employee must occasionally lift and/or move up to **50** pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate-to-high.