

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: EDUCARE FAMILY ENGAGEMENT SPECIALIST

BASIC FUNCTION:

Under assigned supervision, the Educare Family Engagement Specialist engages and advocates for children and families; supports parents in identifying family strengths and areas for assistance; involves families in activities and connects them with services that support children's healthy growth and development; performs health screenings and nutrition assessments; maintains records in accordance with State and Federal Head Start regulations and performance standards; serves as a liaison between the Center and home; establishes and maintains community relationships that serve as referral sources for families.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Develops and sustains collaborative relationships with assigned families and serves as their primary point of contact; conducts home visits.

Supports parents in identifying family strengths and areas for assistance through the Family Assessment and Family Partnership Agreement process.

Accesses and disseminates resources for families that pertain to children's healthy growth and development.

Contributes to the planning and facilitation of meetings, and activities.

Promotes and explains the Educare model to parents during recruitment, enrollment, orientation, and shared governance platforms; supports and promotes Educare's mission and values.

Collaborates with the Educare Family Engagement Supervisor and other Educare staff to facilitate Parent Committee meetings.

Provides parents of children with disabilities and/or behavioral concerns with information about special education procedural safeguards and due process rights.

Develop working relationships with local schools and parents to support successful transition of children and families from Educare to their next quality school of choice.

Encourage parent involvement in their child's school both at Educare and in the K-12 system.

Participates in staff meetings, trainings, Family Child Reviews, case consultations and other collaborative planning meetings.

Collaborates with the Educare interdisciplinary team to plan, coordinate, facilitate and market parent activities and services to promote child/family participation.

Maintains records/files and documents services, including entries into the agency's management information system.

Participates in the program's self-evaluation and continuous improvement processes and ensures compliance with Head Start Performance Standards.

Makes referrals to link children and families to needed community services; follows-up on referrals made and outcomes to help ensure families' needs are met.

Establishes and maintains relationships with community partners; cultivates relationships with appropriate and reputable referral agencies and individuals to establish referral pipelines for families to receive needed services not provided by the program.

Monitors changes to eligibility and withdraws ineligible children as appropriate.

Receives, obtains, and evaluates program application materials including occupational, financial, educational and health status information; determines eligibility or continued eligibility.

Conducts assessment of family strengths and areas for assistance.

Administers the health screening test; evaluates results for referral; provides parents with results and follows up with re-checks.

Obtains, updates, and assesses individual health information for enrolled children and ensures established dental/medical requirements are met.

Prepares, reviews, and analyzes reports related to enrollment, health, family services and disability.

Recruits volunteers from the community to provide program assistance.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Parenting and shared systems of care; family systems theory and child development; community social and health services agencies, practices, and procedures.

Head Start Performance Standards, State and Federal regulations on community action and Social Services programs.

Role and Responsibility of a Mandated Reporter.

Head Start Parent, Family and Community Engagement Framework.

Special Education program standards.

Educare program standards.

Office methods, practices and procedures including record-keeping and filing systems.

Health assessment procedures.

Working in multi-cultural and multi-ethnic communities.

Proper English including grammar, punctuation, spelling, and sentence structure.

Cultural sensitivity and competency in all interactions with both families and colleagues.

ABILITY TO:

Establish supportive, positive relationships with children and families from diverse backgrounds, including those living in poverty.

Demonstrate sense of responsibility, through good attendance, effective time management, dependability, accountability, and strong ethical standards.

Collaborate both within the program and as part of the national Educare Learning Network (ELN).

Participate in ELN/Network-wide trainings, professional development and learning events.

Conduct assessment of family strengths and needs.

Work within an interdisciplinary team as a cooperative and supportive team member that includes education staff, consultants/coordinators, managers, and local evaluation partners.

Organize work assignments to meet established deadlines.

Translate oral and written materials from English to a specified foreign language and from a specified world language to English.

Speak, read, and write effectively.

Use word-processing software at an intermediate level, and learn and master other computer technology/software programs as needed.

Establish, prepare, and maintain reports and systematic (database) records related to assigned functions. Interpret and analyze laws, codes and regulations affecting schools, students, and special education.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in Child Development, or related field and two years of experience working with families in a community-based Head Start or other family support/family-centered program.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and driving record, which meets the County Office of Education's insurance requirements.

WORKING CONDITIONS:

ENVIRONMENT:

Duties are performed in an office environment, outdoors in the community, in the homes of families served and under varying conditions.

Work a flexible schedule, evening, and weekend hours, as the needs of the service population requires.

Duties require incumbents to drive a vehicle to attend meetings with parents/students, staff and make home visits.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate equipment.

Hearing and speaking to exchange information in person and over the telephone.

Reaching overhead, above the shoulders and horizontally to retrieve stored files and supplies.

Moving and transporting program materials and lifting, carrying, and pulling objects weighing up to 25 lbs.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Walk short distances on a regular basis and on uneven surfaces whenever necessary.

Operate a vehicle in the course of carrying out assigned duties.

Approved by the Personnel Commission: April 8, 2015

Revised 7/13/22



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 7/13/22