

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: EDUCARE FAMILY ENGAGEMENT SPECIALIST

BASIC FUNCTION:

The Educare Family Engagement Specialist engages families and involves them in activities, practices and services that support parents as the primary nurturers, experts and teachers who promote and sustain the learning, development, academic and life success of their children. The Educare Family Engagement Specialist has a specific role in three major areas of work with families that include activities that 1) Promote and enhance the parent-child relationship 2) Engage parents in discussions about their child's growth and development and 3) Provide parents information and opportunities to learn about concrete practices they can implement to promote their child's learning. The Educare Family Engagement Specialist also participates in the interdisciplinary work of the Educare School and establishes and maintains community relationships that serve as referral sources for families.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Develop and sustain collaborative relationships with families on assigned caseload and serve as their primary point of contact.

Build and maintain relationships with children, families and community partners.

Collaborate with the Educare interdisciplinary team to promote parent/guardian understanding and management of their child's behaviors, including positive discipline approaches, as well as management of their own emotional responses.

Support parents in identifying family strengths and areas for assistance through the Family Assessment and Family Partnership Agreement process to promote and enhance the parent-child relationship.

Access and disseminate resources for families that pertain to children's healthy growth and development. Contribute to the planning and facilitation of classroom family meetings, parent education activities, and family home activities that focus on child development and support classroom learning activities.

Implement protocols to follow up on absenteeism, including excessive tardiness to identify and address barriers to children's regular attendance.

Support and assist families in addressing their own emotional, physical, educational, and employment needs to support their child's development.

Practice and promote and explain the Educare model to parents during recruitment, enrollment, orientation and shared governance platforms.

Promote parent participation by developing strategies with families that help them appreciate and contribute to the educational activities and governance of Educare and successfully use their own voices to advocate on behalf of their children and themselves.

In collaboration with the Educare Family Engagement Supervisor and other Educare staff, facilitate Parent Committee meetings.

Provide 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 help coordinate successful transition of children and families from Educare to their next quality school of choice by providing specific enrollment procedures and information for families prior to transition to kindergarten.

Encourage parent involvement in the education of their child and in their child's school both at Educare and in the K-12 system, which includes helping parents recognize and expect quality education and knowing how to access quality elementary schools and learn to advocate for quality education for their child.

Observe and participate in the classroom, as a strategy for supporting the goals of Educare Family Engagement, as well as to support interdisciplinary team colleagues.

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

Collaborate with teaching staff to conduct home visits, parent-staff conferences, and classroom parent meetings.

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

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

Participate in the program's self-evaluation and continuous improvement processes, and ensure compliance with Head Start Performance Standards.

Support and promote Educare's mission and values.

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

Cultivate relationships with appropriate and reputable referral agencies and individuals to establish referral pipelines for families to receive needed services not provided by the program.

Monitor changes to eligibility and withdraw ineligible children as appropriate.

Receive, obtain and evaluate program application materials including occupational, financial, educational and health status information; determine eligibility or continued eligibility.

Conduct assessment of family strengths and needs and assist parents/guardians to develop personal goals.

Administer the health screening test; evaluate results for referral; provide parents with results and follow up with re-checks.

Obtain, update and assess individual health information for enrolled children and ensure established dental/medical requirements are met.

Prepare, review and analyze reports related to enrollment, health, family services and disability.

Promote families' understanding of social-emotional development by developmental stage and impact on parenting.

Recruit 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.

Role staff play as change agents to promote and enhance the parent-child relationship.

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 standard.

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.

Ability to use and actively participate in Reflective Practice, including communities of practice and other peer learning forums/routines of collaboration 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.

Desire to learn and keep current with new and best practices in the field, including child development and family systems/dynamics.

Provide information regarding local resources and community service agencies; serve as a liaison

between the families and schools and health professionals, community service agencies and other program staff.

Conduct assessment of family strengths and needs and assist parents/guardians to develop personal goals. Work within an interdisciplinary team as a cooperative and supportive team member that includes education staff, consultants/coordinators, managers, and local evaluation partners.

Coordinate parent involvement program activities with parents, and plan and coordinate parent meetings; actively support parent committees and solicit voluntary parent involvement.

Understand, follow and adhere to the Educare model, State and Federal Head Start and Early Head Start and child care regulations, performance standards, guidelines, and the Head Start Parent, Family and Community engagement framework.

Remain abreast of emerging issues in early childhood education, parenting/family engagement, social services, health care and nutrition.

Organize work assignments to meet established deadlines.

Translate oral and written materials from English to a specified foreign language and from a specified foreign 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 Social Work, 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



Adriana E. Casas, Interim Director
Classified Personnel Services

April 8, 2015

Date