



PERSONNEL COMMISSION

Class Code: 0786
Salary Range: 35 (M2)

HEAD START PARENT INVOLVEMENT MANAGER

JOB SUMMARY

Under administrative direction, plan, participate in and coordinate the parent involvement service area; train and supervise the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Prepare and update the annual parent involvement service area plan in cooperation with staff and parents containing all elements required in Section 1304.50-2a through 1304.5-5, inclusively of the Head Start Performance Standards. **E**
- Train and supervise the performance of assigned staff; assign and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions;. **E**
- Participate in the development, preparation, distribution, return and collection of community needs assessment and self-assessment. **E**
- Recruit, orient, and encourage parents of Head Start children to participate in the program. **E**
- Coordinate and schedule parent training in health, mental health, dental, and nutritional education, utilizing other Head Start specialists and expert volunteers. **E**
- Work cooperatively with social services and health service area staff, identify and inform parents of available community resources. **E**
- Identify, inform and assist parents in using continuing education and training opportunities that may lead to self-enrichment and employment. **E**
- Establish and maintain a calendar of parent activities, projects and meetings. **E**
- Facilitate regular communication and parent input into program planning, implementation and evaluation including parental input and review of program proposals and budgets. **E**
- Assist the Assistant Director in planning and conducting parent policy council and committee meetings to assure compliance with federal performance standards. **E**
- Consult with administrators and staff to determine the program's needs for various volunteer services and plans for volunteer recruitment; orient and train volunteers prior to assignment in specific service areas. **E**

- Arrange for on-the-job and other required training and supervision and evaluation of volunteers. *E*
- Serve as a liaison between administration, staff and volunteers. *E*
- Prepare and maintain procedural and training manuals. *E*
- Speak to community groups; explaining organization activities and role of the volunteer program; drive a vehicle to conduct work. *E*
- Operate a variety of office equipment including a computer and assigned software. *E*
- Prepare statistical reports on extent, nature and value of volunteer service. *E*

Note: At the end of some of the duty statements there is an italicized E, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

An incumbent in this position develops and implements parent involvement, parent education and volunteer recruiting and training for the District's Head Start program. The parent involvement service area activities include providing opportunities for parent participation and decision making in the program planning and implementation, participation in classroom, and other program activities as paid employees, volunteers or observers, or which may include activities for parents which they have helped to develop, along with working with their own children in cooperation with Head Start Staff. An incumbent supervises other Head Start employees to accomplish the goals of this element of this program.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices of training and supervision.
General community assistance programs available for the support of parents and children.
Rules, regulations and requirements related to the Head Start program.
Record keeping and report preparation techniques.
English usage, spelling, grammar and punctuation.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Public speaking techniques.
Basic budgeting practices regarding monitoring and control.
Concepts of adult and child development, learning and behaviors.
Multi-cultural environments and attitudes.
Modern office practices, procedures and equipment.

Ability to:

Plan, organize and conduct a variety of procedures and activities designed to ensure completion of the Parent Involvement service area component goals and objectives.
Train and supervise the performance of assigned staff.
Maintain records and prepare comprehensive narrative and statistical reports.

Compile and verify data.
Establish and maintain cooperative and effective relationships with others.
Communicate effectively, both orally and in writing.
Prepare and deliver oral presentations.
Interpret, apply and explain program rules, regulations and requirements.
Monitor and control expenditures in accordance with established guidelines.
Motivate parents or volunteers to take courses of action that in the best interest of the development and growth of children.
Communicate effectively with other governmental or county agencies group or associations to further the objectives of the Head Start program.
Organize and establish priorities and schedules.
Operate a variety of office equipment including a computer and assigned software.

Education and Training:

Bachelor’s degree in education, social services or a related field.

Experience:

Three years of experience in an educational or community service organization including some experience overseeing the work of staff engaged in the delivery of program services.

Any other combination of training and/or experience, which demonstrates the applicant, is likely to possess the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Valid California Class C driver’s license and use of a personal automobile.

WORKING ENVIRONMENT

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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