



PERSONNEL COMMISSION

Class Code: 5237
Salary Range: 35 (M2)

HEAD START FAMILY ENGAGEMENT MANAGER

JOB SUMMARY

Under administrative direction, plan, participate in and coordinate the family engagement 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.

- Develop and implement procedures for the delivery of family and community engagement services as required by the Head Start Performance Standards. **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, schedule and provide parent engagement and education activities including parenting classes, support groups, trainings, and workshops in a variety of topics such as health, mental health, dental, and nutritional education, utilizing other Head Start staff, expert consultants or volunteers. **E**
- Coordinate and oversee the parent volunteer program and related activities; establish and maintain a calendar of parent activities, projects and meetings. **E**
- Work cooperatively with all content area staff; identify and inform parents of available community resources. **E**
- Identify, inform and facilitate referrals for parents to access continuing education and training opportunities that may lead to self-enrichment and employment. **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**
- Facilitate regular communication and parent input into program planning, implementation and evaluation including parental input and review of program proposals and budgets. **E**
- Plan and conduct 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**

- Serve as a liaison between administration, staff and parent volunteers. ***E***
- Prepare and maintain procedural and training manuals; prepare and present trainings for Head Start staff; arrange for or provide on-the-job and other required training, supervision and evaluation of volunteers and employees. ***E***
- Prepare a variety of reports including statistical reports on the extent, nature and value of parent engagement activities and services; maintain records and files related to assigned activities. ***E***
- Attend a variety of meetings and trainings; prepare and deliver presentations related to assigned activities; drive a District or personal vehicle to conduct work. ***E***
- Operate a variety of office equipment including a computer and assigned software. ***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 family engagement, parent education and volunteer recruiting and training for the District's Head Start program. The family engagement 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 families 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.

Practices of facilitating parenting programs and services.

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 to complete the family engagement service area component goals and objectives.
Supervise and evaluate the performance of assigned personnel.
Research, compile and analyze data.
Prepare comprehensive narrative and statistical reports.
Prepare and maintain records and files.
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 families and volunteers to take courses of action that in the best interest of the development and growth of children.
Communicate effectively with other governmental agencies and associations.
Organize and establish priorities and schedules.
Operate a variety of office equipment including a computer and assigned software.
Drive a vehicle to conduct work.

Education and Training:

Bachelor's degree in education, human services, family and child services, social sciences 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

Incumbents in this classification must obtain certification as a Family Development Credential Trainer within one year of hire.

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

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

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.

06/1990
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Revised: 4/20/2006
Revised: 3/2/2017