



Head Start

Judith Barris
Executive Director

Ronald C Loos
Board Chairperson

Andrea Rosipko
Director

POSITION DESCRIPTION

POSITION: Family and Community Engagement Manager
EMPLOYMENT STATUS: Full Time (40 HRS) Full Year (52 WKS)
RESPONSIBLE TO: Education Coordinator
SUPERVISES: Family Advocates
PRIMARY WORK SITE: Main Office

BASIC FUNCTION: In partnership with staff, families, and the community, integrate family engagement into all areas supporting birth to five programming. Incorporate the integration of program services to support comprehensive seamless services. Collaborate and coordinate with appropriate staff and appropriate National Resources to provide training.

MAJOR RESPONSIBILITIES AND KEY TASKS: With respect to the “The Head Start Parent, Family, and Community Engagement Framework”.

- Monitor, analyze, plan, coordinate, and report program data related to the appropriate service area; this may include but is not limited to:
 1. Reports
 2. Community Assessment
 3. Family Partnership Agreement
 4. Social Service – referrals, follow-up, and outcomes
 5. In kind and volunteer hours
 6. Coordinate parent meetings
- Create communication, referral, and transition systems for sites and community.
- Participate in community collaborative and outreach efforts.
- As assigned, promote and implement frameworks and programs.
- Provide professional development opportunities, when appropriate
- Promote family engagement and school readiness.
- Supervise the execution of parent meetings and parent education
- Supervise Family Advocate(s)
- Coordinate Policy Council activities.
- Coordinate community volunteers and volunteer recruitment
- Develop and maintain community partnership agreements.
- Participate in Management team meetings and trainings.
- Integrate the PFCE Framework into all service areas.
- Assist in coordinating transitions for children and families.
- Build capacity of the Program to meet the needs of families based on data collected.

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This Agency is an equal provider of services and an equal employment opportunity employer. Civil Rights Act 1964 (CRA)

- In coordination with Home Based Supervisor, coach home based staff on supporting families.
- Assist with social media effort for the Program

EDUCATION AND EXPERIENCE REQUIREMENTS:

- A Bachelor degree in related field and a minimum of one year experience managing and supporting systems and staff in an appropriate environment.

EXPECTATIONS:

- Must maintain confidentiality within and out of the program and professionalism at all times.
- Ability to work independently and in a team environment and to communicate effectively and appropriately with others.
- Demonstrate flexibility when working with others.
- Be prompt and maintain good attendance.
- Ability to operate a computer and related software.
- Demonstrate leadership and ability to utilize direct and reflective supervision.
- Ability to make appropriate decisions in a timely manner.
- Remain current with all certifications, credentials, and non-degree license.
- Participate in professional development

ESSENTIAL JOB FUNCTIONS:

- Maintain knowledge of Agency Personnel Policies, Federal Head Start Performance Standards, The Head Start Act, the Ohio Revised Code, the Ohio Licensing agency, and any other regulations while interpreting and implementing such regulations.
- Tasks may involve unplanned or procedure specific exposure to body fluids and possible exposure to communicable diseases. Maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

ADDITIONAL REQUIREMENTS:

- An available licensed vehicle, a valid Ohio Driver's License and insurability monitored by ACCAA insurance carrier.
- Completion of background checks including BCI, FBI, sex offender registry and child abuse and neglect registry.
- Pass initial and regular drug screenings.
- Perform duties as assigned.

Signature

Date