

Franklin Community Unit School District #1

Job Description

Position Title: Family Coordinator

Department: Preschool

Location: East Grade

Reports to: Principal

FLSA Class: Non-Exempt

Summary

Purpose: The Family Coordinator will work collaboratively with families, education staff and community partners to ensure that the program meets the needs of the whole child and supports parents/guardians in addressing family needs and setting and achieving ambitious family goals for Preschool students.

Duties

Eligibility and Recruitment

- Support program efforts and outreach to identify and recruit the most-at-risk children in the community
- Educate families about the importance of early learning programs and support families in completing the enrollment process.
- Educate families about benefits and importance of regular attendance and connect families to resources as appropriate.

Comprehensive Services

- Serves as a model early childhood professional through interactions with children, and parents; play groups, home visits; administrative functions; and involvement in professional activities.
- Assess family needs, identify goals and refer families to community resources for support.
- Document and maintain data on family needs, goals, the resources provided to address those and the family progress.
- Coordinate family meetings and workshops to provide information in the areas of child health, mental health and development.
- Coordinate and conduct home visits as needed to support home-school connection, address attendance concerns and provide family support.
- Support program in seeking out and enrolling children with special needs, including empowering families as advocates for their children.
- Participates in appropriate training and professional activities as needs are identified.
- Conducts, with support of the program coordinator, an annual inventory of all materials.
- Participates in the annual program evaluation and a professional evaluation, which includes self-evaluation and evaluations with the principal and parents involved in the program.
- Assist principal in annual reports, end of the year reports, and any data for any other reports for the program.
- Performs other duties requested by program coordinator, principal or preschool staff.

Parent Engagement and Education

- Collaborate with teachers and instructional leaders to engage families in the classroom and school/site, including meaningful volunteer opportunities. Ensure that the program maintains a welcoming environment for parents.
- Engage families in a Parent Advisory Council inclusive of a diverse range of family perspectives and other leadership opportunities.
- Lead development and implementation of family education opportunities including connecting to local collaborations and community partners. Solicit family input on education offerings. Plans with preschool staff and implements play groups, and family fun nights, providing age appropriate toys and activities for the children. Assisting in the setting up and cleaning up of each event, and engaging in conversation and activities with parents and children.
- Support communication with families in their home language.
- Support kindergarten transition activities for families.

Qualifications

- Experience in child development, early childhood education, social work or a related field required.
- Associate's degree from a regionally accredited institution of higher education or completed 60 semester hours of college credit at a regionally accredited institution of higher education. Supervised experience working with young children and/or parents is recommended.
- Commitment to supporting at-risk families and capacity to deliver comprehensive family engagement supports and services. Must be able to establish rapport with families and empower them by building on their strengths.
- Must be able to learn, understand, and incorporate the three roles of a family coordinator: partnering, facilitating, and reflecting into daily practice with families.
- Maintain a high level of ethical behavior and confidentiality of information about students and families.
- Must have excellent Oral and Written communication skills to work with teachers, education support personnel, building administrators and the general public.
- Must be competent with computer/technology skills; including web browsing, e-mail, word processing and database programs.
- Enforce school regulations and policies in a professional manner.
- Must be able to work cooperatively with colleagues and collaborative entities.
- Requires employee to have the ability to push/pull up to 10 lbs.
- Must be physically and emotionally able to perform job responsibilities.
- Must be highly organized, accountable, independent, and a self-motivated worker.
- Must be willing to work flexible hours, some evening hours when necessary.
- Must have a current driver's license, personal vehicle available for travel, and proof of adequate insurance on personal vehicles.

Scheduling

The work hours for this position are 20 hours per month, flexible and subject to meet the requirements of the district duties.

* Pay rate is \$15.00 per hour