

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Family Engagement/ersea Manager

## GENERAL DESCRIPTION

The essential function of the position within the organization is to oversee the parent, family, and community engagement work of the Monroe County Head Start Program. This position strategically develops strong relationships in the community that will support the needs the program has for volunteers, site locations, and service referrals. This position plans, directs and coordinates activities at the highest level of management and is a member of the Head Start management team. This position is responsible for ensuring that the services Parent and Family Engagement and ERSEA (Eligibility, Recruiting, Selection, Enrollment and Attendance) program standards and requirements for Early Head Start (EHS), Head Start (HS), and Child Care Licensing and other regulatory authorities are met. In addition, that the program reflects Relationship Centered Child Care (RC3) policy and practice. The position is responsible for coordinating program activities with other staff at assigned location(s), ensuring program compliance with applicable policies and procedures, providing technical assistance to program staff as required, providing professional and courteous customer service at all times, and performing related work as required. The position works independently, reporting major activities through periodic meetings.

### **Primary Duties:**

*This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.*

Coordinates assigned child development or other District program at assigned site(s).

Ensures program compliance with all applicable District policies and procedures, state and federal laws and regulations, and standards of quality and safety; interprets policies, procedures, laws and regulations for staff and parents as necessary.

Establishes procedures and set up records to assure compliance of all regulations to include but not be limited to the Head Start Monitoring Tool.

Establishes and ensures the maintenance of accurate and complete student records.

Monitors program effectiveness and efficiency, and makes recommendations for improvements as necessary to enhance services, achieve goals and ensure compliance.

Serves as a resource to and provides technical assistance to the Principal, Supervisor/Coordinator of the Early Childhood Program, Head Start Coordinators, teachers and others as needed.

Coordinates and implements parent workshops as included in each child's family needs assessment and according to the program regulations of mandated trainings; serves as liaison with parents as necessary at their site(s).

Compiles data for and prepares records and reports as required by the school, District and/or other agencies.

Responsible for directing and overseeing the family and community partnership areas of the program and ensure compliance with Head Start Performance Standards and program policies and procedures.

Interpret and clarify regulations and best practices and ensure compliance and delivery of high quality

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services to children and families. Develop plan, organize and administer policies and procedures to ensure administrative and operational objectives are met.

Responsible for coordinating planning, development of policies and procedures, and provide supervisory oversight of the ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance) work of the program. Direct, coordinate and supervise Site Coordinators.

In the program's family and community partnership work to ensure continuing operations, enhance quality of services, and increase productivity.

Coordinate planning and development of policies and procedures with the delegate agency to ensure consistent service delivery and quality in both the grantee and delegate operated programs.

Assists in negotiating contracts and agreements with state and local governments and other organizations that support the delivery of services to children and families. Prepares budgets and monitors expenditures.

Co-develop and monitor Training and Technical Assistance budget for the program. Actively participate in management team meetings for the program and Human Services Department.

Co-lead Program Planning meetings with the Operations Manager. Develop, direct and coordinate the hiring, training, and evaluation of the program's family and community partnership staff personnel.

Establish and maintain comprehensive and current recordkeeping systems of activities and operational procedures.

Performs general administrative work as required, including but not limited to entering and retrieving computer data, preparing reports and correspondence, copying and filing documents, sending and receiving faxes and e-mails, answering the telephone, ordering supplies.

Attends meetings, training, workshops and conferences as appropriate to enhance job knowledge and skills.

Assist in establishing community agencies in an effort to provide adequate services for parents, provides support to Family Advocate staff. Social Services Manager ensures completion and enactment of Family Partnership Agreements, and works closely with Site Coordinators, Education/Disabilities Manager, Health/Disabilities Manager, and Director.

This position performs under limited direction of the Head Start Director with considerable demand for independent judgment.

## **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

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## **Data Responsibility:**

*“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

## **People Responsibility:**

*“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Persuades or influences others in favor of a service, course of action, or point of view.

## **Assets Responsibility:**

*“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money.

## **Mathematical Requirement:**

*“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

## **Communications Requirements:**

*“Communications” involves the ability to read, write, and speak.*

Reads journals and manuals; prepares specialized reports and business letters using proper format and grammar; speaks to groups of co-workers and people outside the organization.

## **Complexity of Work:**

*“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

## **Impact of Decisions:**

*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

## **Equipment Usage:**

*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Coordinates the handling of machines, tools, equipment, or work aids involving extensive latitude for*

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*judgment regarding attainment of standard or in selecting appropriate items.*

## **Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

### **Education Requirements:**

*“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires associate’s degree or the equivalent of two years of college or family services credential or extensive experience working with at risk children and parents in an early childhood setting.

### **Licenses Certifications Registrations Required:**

*“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires a valid state driver’s license.

Bilingual ability is preferred.

### **Experience Requirements:**

*“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires one year of related experience, family services credential preferred.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

### **Physical Demands:**

*“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis; and some dexterity in operating office equipment.

### **Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

### **Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks*

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*required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

**American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Term of Employment:**

Annual Contract

**Reports To:**

Department Director

**Supervises:**

N/A

PAY GRADE: From: HS007 To: HS007

Number of Months: Number of Days: Hours:

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Board Approved 3/18/2016