

## **MONROE COUNTY SCHOOLS POSITION DESCRIPTION**

**Title: SCHOOL SOCIAL WORKER / ERSEA PFCE MANAGER  
(Eligibility, Recruitment, Selection, Enrollment, & Attendance)  
(Parent, Family & Community Engagement)**

### **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. Employees may be assigned additional duties by management as required.

Assists in the development of annual program plans, goals and objectives and methods of measuring program success.

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.

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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 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 record keeping 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.

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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.

Knowledge of children and family systems.

Knowledge of community agencies for services to children and families.

Knowledge of referral process for accessing services for children and families.

Knowledge of school attendance requirements and truancy laws. Knowledge of Multi-Tiered Systems of Support (MTSS).

Knowledge of evidence-based behavioral interventions and outcome measures at the Tier 3 level.

Knowledge of impacts, interventions and systems of care for students with mental health and co-occurring substance abuse diagnoses.

Ability to complete and implement Functional Behavioral Assessments (FBA's) and Behavior Intervention Plans (BIP's).

Ability to communicate, relate, and consult with a variety of school staff in a proficient, student centered and positive manner.

Ability to counsel with families regarding needs for services to help students identified as abused, neglected, or emotionally/behaviorally challenged.

Ability to conduct parent conferences and actively participate in school problem solving team meetings.

Ability to function as a liaison between the home, school, community/private agencies to coordinate care and services. (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.)

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

The essential function of the position within the organization is to act as a liaison in the provision of services to students and families regarding social challenges and compliance with mandates for school attendance.

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### **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**

#### **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.*

Directs others in major events and reports on activities and results.

#### **People Responsibility:**

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

Negotiates or exchanges ideas, information and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions or solutions.

#### **Assets Responsibility:**

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

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate-sized department, authorizing expenditures of large amounts of money, supervising the purchasing of high-value materials, supplies and equipment.

#### **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 technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

#### **Complexity of Work:**

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

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and 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 very serious impact – affects entire organization and the general public; probability of loss of life and/or damage are likely.

#### **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.*

*Establishes methods and procedures for acquiring and handling machines, tools, equipment or work aids involving extensive latitude for 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 management level responsibility for application and interpretation of the policies regarding the provision of 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.*

Minimum of a Bachelor's Degree in education, sociology or social work from an accredited educational institution.

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

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

Appropriate State of Florida professional certification as required and applicable.

Requires a valid state driver's license.

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Certification in Counseling 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 3-5 years of related experience.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

Bilingual ability is preferred.

#### **AMERICANS WITH DISABILITIES REQUIREMENTS**

##### **Physical Demands:**

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

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

##### **Unavoidable Hazards:**

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

The position may be exposed to bright/dim lights, dust or pollen, traffic, construction hazards during site inspections.

##### **Sensory Requirements:**

*"Sensory Requirements" refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

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

##### **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.

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**Term of Employment:**

Annual Contract

**Reports To:**

Coordinator, Early Childhood Education

**Supervises:**

No supervisory duties

PAY GRADE: From: HS-011 To: HS-011

Number of Months: 11 Number of Days: 220 Hours: 8

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

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

Board Approved 11/16/2021