

TRI-COUNTY COMMUNITY ACTION, INC.
PROJECT HEAD START & EARLY HEAD START
JOB DESCRIPTION

JOB TITLE: Parent Engagement Coordinator

DEPARTMENT: Head Start Birth to Five Program

CLASSIFICATION: Full Time; Exempt

GENERAL DESCRIPTION: The primary focus of the Family Engagement Coordinator is the effective implementation of the Head Start Parent, Family and Community Engagement Framework. The Family Engagement Coordinator guides staff and volunteers in their provision of high quality activities and services to the families in the Early Head Start program.

QUALIFICATIONS: B.S. or B.A. degree preferred, but not mandatory. A high school diploma or GED is required. Some college preferred in social work, mental health, child development, sociology or psychology. The person filling this position must possess the poise to speak before groups and possess the use of language both oral and written. He/she must have the ability to organize time and tasks, be willing to accept responsibility and have the ability to act with good judgment under stress. He/she must be able to accept other's life styles, philosophies and status without making value judgments. Must enjoy working with people, work without supervision, and on occasions be willing to accept supervision and profit from it.

EXPERIENCE: Experience in working with individuals, groups, families, communities and organizations. Knowledge in community resource, some knowledge of Child Development and working with professionals.

DUTIES:

- Organize monthly Parent Meetings/Trainings in coordination with the FAS and center directors.
- Organize quarterly parent involvement activities.
- Establish methods of communication with parents around events, activities and program information, i.e. flyers, notices, etc. Develop promotional and activity materials to be conscious of various languages and literacy abilities.
- Arrange for translation/language support for events.
- In coordination with the Family Empowerment Manager, successfully implement of the Family and Community Engagement Framework.
- Collaborate with the family services team in developing plans for activities and strategize on program development and implementation.

- Establish a parent training program including a training calendar. Facilitate implementation of training program.
- Network within the community to establish new partnerships with community based organizations for training opportunities for Early/ Head Start families including parenting classes and ELL classes.
- Participate as an active member of the Management Team.
- Help plan, coordinate and conduct Policy Council Meetings every other month.
- Mail Policy Council packets to members at least 5 days prior to the meeting.
- Must be able to lift and/or move 20 to 25 pounds if needed.
- Regular work hours are 8:00 a.m. until 4:30 p.m. Any schedule variation must be approved by supervisor.
- Must possess a valid Texas driver's license and be insurable by the agency's insurance company.
- Conduct group and individual training Family and Community Engagement Framework, policies and best practices.
- Assist with the agency's Community Assessment process.
- Attend local, state and national training as needed to enhance job skills.
- Have the ability to conduct one's self in a manner that relates to TCCA Policies and Procedures both on and off the job.
- Performs any other assigned task relevant to the effective operating of the program or other tasks assigned by supervisor.
- Follow the four agency Behavior Competencies: Integrity, Teamwork, Professionalism and Compassion

SUPERVISORY DUTIES:

None

IMMEDIATE SUPERVISOR:

Family Empowerment Coordinator