

# **BERKELEY COUNTY SCHOOL DISTRICT**

## **JOB DESCRIPTION**

**TITLE:** Head Start Family Service Associate

**FLSA:** Exempt

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### **GENERAL SUMMARY**

Under general supervision assists in ensuring that the district's **Vision, Mission and Goals** and Head Start Performance Standards are achieved and is responsible for providing support and services needed by site supervisor, instructional teams, and families to achieve educational effectiveness. Reports to the site supervisor, the Head Start Director and Head Start Executive Director for Berkeley-Dorchester Head Start.

### **ESSENTIAL FUNCTIONS**

Maintains confidentiality;

Coordinates and plans for effective liaison relationships with community resources such as medical, social, dental, mental health, and other services as needed;

Conducts a Needs Assessment for Head Start families;

Works collaboratively with school level staff and Head Start staff;

Document and report on the recruitment, selection and enrollment of potentially eligible children;

Reviews all enrollee applications and forms to determine the needs of families;

Reviews the child's master file, documents parent contacts, and files paperwork upon completion;

Makes home visits as assigned and needed;

Works with families to set goals and establish a Head Start Family Partnership Agreement;

Assists families in connecting to medical, social, dental, and mental health services as needed;

Communicates with instructional teams to support families;

Provides support to ensure mandated staff to student ratio;

Collaborate with the Family and Community Partnership Coordinator to plan, organize, and deliver parent workshops and appropriate trainings at Parent Committee meetings and other parent events;

Monitor and report family related services data;

Participates in the ongoing program evaluation and planning;

Maintains accurate student records in hard copy and in ChildPlus;

Monitors and follow up on all records to ensure accurate and timely compliance for all areas;

Maintains flexibility to travel between sites;

Participates in at least 15 hours of continuing education and professional development activities per DSS regulations;

Attends all meetings and training sessions relevant to their duties as required by director and site supervisor;

Maintains current knowledge of Head Start Program Performance Standards;

Performs bus monitor job duties as needed;

Operates technology effectively;

Prepare bi-weekly report;

Keeps abreast of changes within District and Head Start policies and students needs/interest;

Is punctual and responsible in performing all duties and activities assigned; and

Performs other related duties as required.

## **JOB SPECIFICATIONS**

### **Education and Experience:**

Associate's Degree or Bachelor's Degree in Social Work; Human Services or related field; previous case management with young children and families is preferred; Bilingual in English and preferably Spanish desired; a minimum of three years work experience in a position that is directly related to Family Services and/or Adult Education; administrative skills necessary to plan and monitor the Social Services; communication skills necessary to provide effective consultant service in Parent Involvement and Social Service to non-specialist personnel and parents.

### **Knowledge:**

Maintains a strong working knowledge of modern office communication systems and the ability to operate various office equipment.

### **Skills/Effort:**

Maintains excellent oral and written communication skills and presentation skills; detail oriented, logical and methodological approach to problem solving; proficient in using word-processing systems; ability to cooperate successfully as a member of a team; meets any specific content area requirements; and must maintain a valid driver's license and access to a privately owned vehicle with liability insurance for use in completing work responsibilities as needed.

### **Working Conditions:**

Physical demands are restricted to general office activities requiring movement/lifting items weighing up to 35 lbs. Routine local travel required. Job requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines. Duties of the job require frequent use of a computer and related equipment. Work-site assignments are not permanent and are subject to change, during a school term, because of emergency circumstances, unforeseen events, or to cover where needed. Smoke free environment.

### **Responsibility:**

Responsible for creating Head Start Family Partnership Agreements; keeping enrollment at the maximum (72 hour turnaround if a waiting list is available); and serving as a resource to parents.

## **DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

## **SIGNATURES:**

\_\_\_\_\_

Date: \_\_\_\_\_

Berkeley-Dorchester Head Start does not discriminate on the basis of race, color, national origin, sex, or handicap in admission to, treatment in, or employment in its programs and activities.