

**LAPEER COUNTY INTERMEDIATE SCHOOL DISTRICT
JOB DESCRIPTION**

GREAT START PARENT LIAISON and EARLY CHILDHOOD SUPPORT

Employee Group: Ancillary
Supervisor(s): Director of Special Education

QUALIFICATIONS

1. **Education**
 - a. Required: High School Diploma
 - b. Preferred: Associates Degree
2. **Experience**
 - a. Required: 3+ years in a comparable capacity in any setting
 - b. Preferred: 3+ years in a comparable capacity in a school setting/education environment
 - c. Preferred: Has at least 1 child age birth – 12 years
3. **Knowledge (preferred)**

Has knowledge of:

 - a. Child Development
 - b. Lapeer County Area
4. **Proficiencies**

Is proficient in:

 - a. Use of standard office equipment
 - b. Microsoft Office (i.e., Word, Excel, Access, and Publisher)
 - c. Adobe Acrobat Professional
5. **Skills**

Possesses excellent:

 - a. Written and verbal communication skills
 - b. Organizational skills
 - c. Interpersonal skills
 - d. Analytical and problem-solving skills
6. **Abilities**

Is able to:

 - a. Prioritize
 - b. Exercise initiative
 - c. Adhere to timelines/deadlines
 - d. Work independently, as well as part of a team
 - e. Maintain confidentiality and accurate records/reports
 - f. Remain composed in stressful and difficult situations
 - g. Establish a good rapport with staff and co-workers
 - h. Conduct self in a professional, respectful, and civil manner at all times
 - i. Prepare correspondence using correct spelling, grammar, and sentence structure
7. **Character**
 - a. Possesses a positive attitude
 - b. Has a strong work ethic
 - c. Pays attention to detail
 - d. Maintains integrity
 - e. Is trustworthy
8. **Other**

Has the physical stamina necessary to perform the essential job duties and responsibilities

ESSENTIAL DUTIES and RESPONSIBILITIES

Great Start Parent Liaison

1. Increase parent participation in Early Childhood planning and decision-making processes in Lapeer County
2. Educate parents and other members of the community on advocating for young children both locally and at the State level
3. Build support for the efforts of the Great Start Parent Coalition and the Great Start Collaborative
4. Facilitate the Great Start Parent Coalition meetings
5. Provide leadership and support to the Great Start Parent Coalition and the Great Start Collaborative
6. Host and/or participate in community events that promote Early Childhood initiatives

Early Childhood Support

7. Provide secretarial and other support to Early Childhood and Great Start Coordinators as needed.
8. Coordinate or assist with the coordination of:
 - a. Before(4)Kindergarten Hotline
 - b. Enrollment for Head Start / Great Start Readiness Program (GSRP)
9. Develop or assist with the development of:
 - a. Data system for Early Childhood programs
 - b. Data collection for referrals through Before(4)Kindergarten Hotline
10. Maintain records pertaining to:
 - a. Early On
 - b. GSRP
 - c. Build Up Michigan
11. Prepare correspondence (e.g., communications to parents and locals)
12. Order and manage supplies, materials, and forms
13. Work cooperatively as a member of the district support staff team and back up other support staff positions as required

General

14. Positively represent the ISD and its constituent districts
15. Other related duties and responsibilities as assigned

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.