Stephen J. McNew, Ed.D., Superintendent
Monroe County Intermediate School District
1101 S. Raisinville Road
Monroe, Michigan 48161-9047

Preparing today's students for tomorrow's world.

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POSITION POSTING #5980

Posting Date:	September 14, 2026
Position Title:	Family Partnership Specialist – Head Start
Location:	Smith Road Elementary and Dundee Elementary
Reports To:	Head Start/Early Head Start Director
Salary/Benefits:	3-Step Pay Scale $26.58 - $28.47 per hour dependent upon educatoin; Benefits: Single medical, vision and dental. Effective July 21, 2021, and while grant funds are available: $250.00 signing bonus; $250.00 after completion of probation period Additional $500.00 after 6 months employment.
Available:	Immediately
Schedule:	Full-time school year position; 225 days (includes 11 holidays); 8:00 a.m. – 4:00 p.m. (includes ½ hour unpaid lunch) Work schedule based on Head Start calendar.
Probation Period:	Ninety (90) calendar day probationary period from date of hire.
FLSA Status:	Non-Exempt
Closing Date:	Until Filled

Job Summary:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties:

- Ensure maximum enrollment by actively recruiting children.
- Work with individual families to encourage, motivate, and assist families to improve the conditions and quality of life.
- Assist families in carrying out health referrals and other social service recommendations.

The Monroe County Intermediate School District does not discriminate on the basis of religion, race, color, national origin, disability, age, sex, sexual orientation, gender identity or expression, height, weight, familial status, or marital status in its programs, activities or in employment. The following person has been designated to handle inquiries regarding the non-discrimination policies: Anya Lusk, Assistant Superintendent for Human Resources and Legal Counsel, 1101 S. Raisinville Road, Monroe Michigan 48161; Telephone: 734.322.2640.

- Maintain a concise up-to-date family service record on each assigned Head Start child.
- Conduct monthly parent meetings and ensure full Policy Council Representatives are elected.
- Make home visits.
- Serve as a liaison between the Head Start family and the Head Start Center.
- Promote parent engagement in all facets of the Head Start program.
- Provide training for volunteers.
- Provide social-emotional and behavioral support to children within the classroom environment.
- Provide Positive Behavior Support in all classrooms.
- Attend meetings and complete required training.
- Demonstrate positive and professional work habits.
- Assist with other position-related duties as requested by the Director.
- Maintains regular, predictable in-person attendance.
- Must possess valid driver's license and reliable transportation necessary for duties.
- Adhere to MCISD Guidelines and Policies
- Follows work rules.
- Assume other duties as assigned by the Head Start/Early Head Start Director.

Education:

- Bachelor's degree in human relations, Social Work, Psychology and/or related areas of study.

Certification: None required.

Experience:

- Experience working with low-income families.
- Responsive listener.
- Basic knowledge of health and medical terms.
- Bilingual fluency, preferred.
- Teamwork experience.

Skills/Other:

- Ability to establish and maintain effective working relationships with students, staff, parents, and community.
- Working knowledge of local community needs and resources.
- Excellent oral and written skills.
- Accurately and effectively interpret all program requirements, administrative directives and district policies and procedures to staff.

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Criminal History Check: A Michigan and FBI criminal history check, post job offer and prior to employment. The processing fee of $42.00 is the responsibility of the district.

Childcare Background Check through the State of Michigan Department of Licensing and Regulatory Affairs post job offer and prior to employment.

Health Requirements: Physical Exam post job offer and prior to hire, required. Cost of the physical will be paid by the district.

Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee may occasionally need to provide gentle physical restraint to children. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The position requires meeting deadlines with severe time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for safety, well-being, and work output of others.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in this position varies. When visiting a building the noise level may be loud, in the office, quiet and at meetings, moderate.

Application Procedure: **All interested applicants (internal and external) apply by clicking on the following link: Click Here**

Contact Information:
Monroe County Intermediate School District
Human Resources and Legal Department
1101 South Raisinville Road
Monroe, Michigan 48161
(734) 322-2642 (Application Assistance)
(734) 322-2641 (Questions about Postings)

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