

**Job Description**

**JOB TITLE:** Family Engagement/Transition Manager

**SUPERVISOR:** Head Start Director

**WORKING HOURS:** Monday through Friday - 8:30 a.m. to 5:00 p.m. (Normally)

**WORK STATION:** Head Start Administrative Office and Field

**DUTIES AND RESPONSIBILITIES:**

1. Responsible for the administration, coordination, and monitoring of the Family Engagement Area
2. Responsible for orientating, training, supervising, and providing technical assistance to the Family Engagement Assistant and Family Services Workers in the areas of Family, Parent, and Community Engagement, ERSEA, Transition Services and School Readiness
3. Responsible for the oversight and monitoring of the ERSEA Service Area to determine the families to be served for the Project Program year
4. Responsible for Policy, Procedure, Performance Standard Work Plans development and analysis related to Social Services, areas of Social Work related field, Family Engagement, Transition Services, Community Partnerships, and School Readiness
5. Ensures Family Services Workers receive on-going trainings in all areas of Family Engagement, ERSEA, Transition, School Readiness, PFCE Goals, Family Strengths and Priorities Assessment, and the Family Partnership Agreement Strength Matrix
6. Develop and implement trainings to build knowledge and increase skills of Family Service Workers to support the Performance Standards, New Head Start Act of 2007, ERSEA Final Rule on Eligibility, Office of Head Start, Parent/Family and Community Engagement Framework
7. Responsible for ensuring parents receive training on the Parent/Family and Community Engagement Goals (PFCE) to ensure outcomes data meets program objectives
8. Establish and maintain effective computerized recordkeeping systems and document delivery of services relating to Parent/Family and Community Engagement
9. Implement and maintain a monitoring system and develop procedures that reflect PFCE services
10. Assist with the Program's Community Assessment process
11. Provide orientation, training, and guidance to families relating to the philosophy, policies, procedures and practices of parent engagement and parent involvement

12. Encourage and partner with Head Start families as they become actively engaged in activities that promote the mission of the program
13. Responsible for instituting Community Partnerships as appropriate in the Family Engagement and ERSEA Service Areas
14. Ensures that Family Services and attendance are tracked in ChildPlus
15. Responsible for the Family Literacy Program in each county and maintain records of family engagement to produce family outcomes
16. Ensures data collected for Family, Parent and Community Engagement is analyzed and aggregated to show continuous program outcomes
17. Responsible for administering and monitoring the Fatherhood Initiative
18. Responsible for the organization, implementation and monitoring of the Parent Committees at the center level and all parent/family activities in all counties
19. Responsible for scheduling Parent Trainings in each county to promote Parent, Family and Community Engagement and School Readiness efforts
20. Ensures Family Services Workers work with families to set goals that can be measurable and tracked within the Program Project one year term
21. Ensure and monitor that all Family Services Workers complete Family Partnership Agreements, Family Strengths and Priorities Assessments and the Family Partnership Agreement Strength Matrix and accomplishments are recorded for outcomes reporting
22. Orientate and train parent members to the Policy Council on duties and responsibilities
23. Responsible for the training of parent officers of the Policy Council on their official duties
24. Responsible for monitoring of Family Services Workers to ensure parents are trained on the Program's Parent/Family and Community Engagement Goals that align with the School Readiness Goals
25. Responsible for assisting the Head Start Director as deemed necessary during Policy Council Meetings
26. Responsible for ensuring Family Services Workers host an Open House Event for families during the week of center set up as part of School Readiness efforts
27. Responsible for monitoring and tracking all Family Engagement activities held at the center level in ChildPlus and product PFCE outcomes
28. Responsible for monitoring and tracking of the Family Strengths and Priorities Assessment in ChildPlus
29. Responsible for monitoring the ERSEA Service Area to ensure children's slots are filled within the proper time frame.
30. Responsible for monitoring the ERSEA Service Area to ensure compliance was met for child enrollment for upcoming Project Program Year

31. Responsible for administering a Transition Program
32. Responsible for the coordination and monitoring of transition activities at the center levels to ensure children have experiences at the receiving schools or centers as applicable
33. Responsible for maintaining an updated list of Screening Committee Members
34. Responsible for maintaining an updated bus roster at the Administrative Office
35. Responsible for submitting monthly reports to the Head Start Director
36. Make home visits if deemed necessary
37. Make periodic center visits
38. Attend local and out-of-area workshops and meetings
39. Support all Head Start service areas
40. Assist with office and other program related duties
41. Responsible for submitting reports in a timely manner
42. Other duties as deemed necessary

#### **TRANSPORTATION**

1. Check bus files
2. Check secondary files
3. Observe and document bus evacuations
4. Give input on the evaluation of the bus drivers
5. To complete a bus ride if applicable

#### **DESIRABLE SKILLS AND QUALIFICATIONS:**

1. Ability to organize and plan
2. Possess good supervisory skills
3. Ability to exercise good judgement in making decisions in situations
4. Possess good training skills
5. Possess good record keeping skills
6. Considerable knowledge of social programs and service agencies in communities
7. Ability to relate effectively with families and service agencies' personnel

#### **EDUCATION AND EXPERIENCE:**

Master's or Bachelor's Degree in Social Work or related field of Social Sciences with management experience and a background working with families