

BRAD CHILD DEVELOPMENT PROGRAMS
Job Description

Job Title: Family and Community Partnership Manager
Reports To: Program Director
FLSA Status: Exempt
Supervises: Family Advocates

Summary:

Manages the implementation of policies and procedures pertaining to the family and community partnership and the family engagement section of the Head Start Program Performance Standards.

Essential Duties and Responsibilities:

Monitors and reports the family and community partnership service area and the implementation of Section 1305 of Head Start Program Performance Standards for compliance with all regulations pertaining to eligibility, recruitment, selection, enrollment, and attendance.

Collects and analyzes data for family and community partnership for reporting.

Work with community services agencies to develop collaboration and partnership agreements.

Supports and Monitors staff completing the Individual Family Partnership Plans

Works with center directors to plan parent orientation and open houses at each center.

Conducts parent orientation meetings at each center at the beginning of each enrollment year.

Works with center directors to ensure that parent committees are formed and officers are selected and that meetings and activities are conducted in the centers.

Works with center directors and other managers to ensure parent engagement across all program areas.

Works to improve opportunities for father engagement in the program including workshops and/or education literature.

Works with the Program Director to ensure that the Policy Council is made up of adequate representation of parent and community representatives.

Provides training to parent committee officers and policy council to inform them of their roles and responsibilities.

Updates the Parent Handbook annually or as needed.

Provides resources for and tracks parent education efforts in the centers.

Assists staff in ways of recruiting volunteers and makes sure that orientation is provided for all regular volunteers.

Provides a full range of services related to Non-federal share, including but not limited to training, review, reporting, tracking, and monitoring.

Collects data and completes Community Assessment annually based on findings.

Assists Program Director and other management staff in writing funding grants.

Supervisory Responsibilities

This position jointly supervises the Family Advocates in coordination with the ERSEA Manager

Qualifications 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Minimum of a Bachelor's Degree with additional training in the field(s) related to social, human, or family services. Must have training, experience, and skills in assisting the parents of young children in advocating and decision-making for their families.

Language Skills

Ability to read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of an organization.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Computer Skills

To perform this job successfully, an individual should have knowledge in Microsoft Access and the agency's child and family database software; E-mail and Internet software; and Microsoft Word software.

Certificates, Licenses, Registrations

Current driver's license, First Aid and CPR certification

Other Skills and Abilities

Must be able to provide training to staff in the Family and Community Partnership Service Area.

Other Qualifications

Must be able to attend night meetings and training if necessary. Must be able to travel out of town to attend training and conferences that could require overnight stay for up to one week.

Physical Demands

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hand to write, type, and enter data; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, stand, climb or balance. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

Work Environment

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

The noise level in the work environment is usually moderate.