

MONTEREY COUNTY OFFICE OF EDUCATION

COORDINATOR, PARENT INVOLVEMENT HEAD START

CLASSIFICATION: Classified-Management
SALARY LEVEL: C I – C IV
WORK YEAR: 12 months

DEFINITION

Organizes, administers, and directs the fatherhood development project including Head Start parent activities, parent education and parent groups. Recruits, trains, and supervises parent mentors/project facilitators and actively participates in evaluation activities.

SUPERVISOR

Director, Head Start Program

POSITIONS SUPERVISED

Parent and Community Liaison

QUALIFICATION REQUIREMENTS:

An individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

EXAMPLES OF DUTIES

Trains, evaluates, and assigns staff. Plans, formulates and carries goals, policies and activities designed to implement fatherhood development/mentor program. Provides, refers and arranges for appropriate parenting activities and workshops for fathers. Oversees the implementing of the planned activities. Facilitates the direct involvement of parents in program planning, implementation and evaluations, including decision-making. Supervises the Parent and Community Liaison staff member. Maintains and submits accurate up to date, complete and timely records of project audits, activities including agendas, sign-ins, parent evaluations and project budget expenditures. In conjunction with the policy council develops and implements a plan and system for the continuous monitoring and evaluation of project activities. Conducts and arranges training, for staff to develop skills and knowledge necessary to carry out all plans and activities designed to implement fatherhood program goals and Head Start Performance Standards. Serves as a member of the management team in the administration of the Head Start Performance Standards. Serves as a member of the management team in the administration of the Head Start program, Participates in writing the grantee plan of action in conjunction with the director, program managers, coordinators, policy council, parent and staff. Attends meetings as necessary, including night meetings as required by project activities. Serves as a liaison to the community and acts as an advocate for the parent involvement in the Head Start and the community. Coordinates activities with partner agencies. Ensures parent representation on policy council. Complies with the County Office of Education Policies and Administrative Regulations and HHS Head Start regulations.

OTHER DUTIES:

Participates in the screening interview and selection of staff. Participates in writing the training and technical assistance plan in conjunction with the director, policy council, parents and staff. Recruits parent mentor project participants and parent community liaison. Provides ongoing consultation and support to adult learners, parent community liaison, collaborating agency staff and workshop facilitators. Plans, provides, and oversees parent incentives and recognition activities. Provides information about available parent training and educational opportunities. Performs other Head Start job-related tasks as required.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position under sometimes stressful conditions, manual dexterity sufficient to write, use telephone, computer literate, business machines, and drive an automobile; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead, (climbing and/or running); physical mobility sufficient to move rapidly about the work environment (office, district, from school or home site to site), physical strength sufficient to lift twenty-five (25) pounds, physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems. Establish facts, draw valid conclusions, make valid judgements.

REQUIRED QUALIFICATIONS

- ◆ AA Degree from an accredited college or university.
- ◆ Three years of experience in a position of responsibility in programs providing services to adults.
- ◆ Knowledge of current practices and theory in adult learning and literacy.
- ◆ Ability to communicate effectively in the English language, both orally and in writing.
- ◆ Ability to work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds.
- ◆ Ability to analyze, evaluate and draw logical conclusions from data, evaluate problems, policies, procedures and formulate an effective course of action.
- ◆ Ability to write effectively in order to produce a variety of plans reports correspondence and informative materials.
- ◆ Ability to speak before groups to provide information.
- ◆ Ability to work independently with little or no supervision.
- ◆ Ability to make regular and frequent trips within Monterey County sites, attending meetings, conducting classes, making home visits, etc.
- ◆ Ability to work a flexible schedule.
- ◆ Ability to communicate effectively in Spanish, both orally and in writing.
- ◆ Demonstrated leadership qualities.
- ◆ Posses an appropriate California operator's license and the availability of an automobile with the state minimum insurance coverage.

DESIRABLE QUALIFICATIONS

- ◆ BA degree from an accredited college or university.
- ◆ California Teaching Credential to serve in secondary schools, community college, or adult education programs.
- ◆ Experience with adult education, staff development, or adult literacy programs.
- ◆ Experience recruiting, training, and managing volunteers.
- ◆ Experience setting standards for and monitoring the work of others.

- ◆ Knowledge of Head Start philosophy and principals.