

**MONTEREY COUNTY OFFICE OF EDUCATION  
HEAD START PROGRAM**

**COORDINATOR, PARENT AND COMMUNITY**

**CLASSIFICATION:** Classified Management  
**SALARY:** CI-IV  
**WORK YEAR:** 12 Months

**DEFINITION**

Under general direction, organizes, administers and directs the literacy program and parent involvement component, including parent activities, parent education, and parent groups. Recruits, trains, and supervises parent volunteers. Plans and directs the recruitment and enrollment of eligible children. Establishes and directs a system for the identification of families and children in need of social services and implementing program activities to meet the needs. Monitors compliance with federal program standards with respect to Head Start. And other related duties as assigned.

**SUPERVISOR**

Head Start Program Director

**POSITIONS SUPERVISED**

Family Service Specialists  
Community Liaison

**QUALIFICATION REQUIREMENTS**

To perform a job successfully 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 functions.

**EXAMPLES OF DUTIES**

**ESSENTIAL DUTIES**

- Trains, evaluates, and assigns staff in: parent involvement, ERSEA, Family Community, Partnerships, and Fatherhood Development Project.
- Plans, formulates, and carries out goals, policies, and activities designed to implement parent involvement objectives, performances standards and I-30 instructions.
- Designs, manages and administers the adult literacy program.
- Provides, refers, or arranges for appropriate adult literacy activities for Head Start parents.
- Coordinates writing the grantee plan of action in conjunction with the director, coordinators, policy council, parents, and staff.
- Serves as the liaison between the Policy Council and the MCOE Governance Committee of the County Board of Education with respect to shared governance.
- Coordinates the annual election of the new Policy Council, training of the new Policy Council, and on-going training to the Policy Council.
- Maintains accurate, up-to-date, complete and timely records of the policy council, including minutes, by-laws, membership lists, agendas, etc.
- Coordinates and edits and revises the Policy Procedures Manual and The Performance Standards Service Area Implementation Plan.
- Oversees and assists staff in designing and implementing a comprehensive, well-integrated plan for involving parents in all components.
- Provides for a planned program of experiences, training, and activities, which support and enhance the parental role as the principle influence in their child's education and development.

- Develops and implements a plan and system for the continuous monitoring and evaluation of parent involvement activities.
- Conducts and arranges training for staff to develop skills and knowledge necessary to carry out all plans, policies and activities designed to implement parent involvement goals and performance standards.
- Serves as a liaison to the community and acts as an advocate for parent involvement in Head Start and the community.
- Monitors the recruitment and enrollment process and provides assistance as necessary to assure that eligibility is verified, prioritized waiting lists are established, and each center and home based unit maintains full enrollment.
- Assures that the individual Family Plan is developed and implemented for each family through a formal system of monitoring and evaluation of activities.
- Analyzes social service records, statistics, and other data for the purpose of planning and evaluating social services
- Plans and implements a process to assure that all eligible children within Monterey County have the opportunity to apply and be considered for enrollment in Head Start.
- Complies with Head Start Performance Standards, County Office of Education Board policies and administrative regulations and HHS regulation.

#### **OTHER DUTIES**

- Develops and coordinates the training and technical assistance plan in conjunction with the director, policy council, parents and staff.
- Provides ongoing consultation and support to adult learners and parent mentors.
- Plans, provides, and oversees parent involvement incentives and recognition activities, including the annual leadership and parent recognition.
- Works with the policy council, committees and staff in developing and implementing the parent involvement program.
- Participates in the conduct and analysis of the community needs assessment.
- Provides information about available parent training and educational opportunities.
- Performs other 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, business machines, operate 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; Physical mobility sufficient to move about the work environment (office, District, from school or home site to site), to drive a an automobile; Physical strength sufficient to lift forty-five (45) pounds; Physical stamina sufficient to sit in a child's chair, squat at children's eye level, and to stand or walk for prolonged periods of time; Physical, mental, and emotional tolerance to be exposed to the noise generated by children in an enclosed environment; Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

#### **REQUIRED QUALIFICATIONS**

- Bachelor's Degree from an accredited college or university or a combination of equivalent education, training and/or experience.
- 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 direct supervision.
- Ability to make regular and frequent trips with Monterey County visiting sites, attending meetings, conducting classes, making home visits, etc.
- Possess an appropriate California operator's license and the availability of an automobile with the state minimum insurance coverage.

### **DESIRABLE QUALIFICATIONS**

- Master's 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 principles.
- Bilingual skills (Spanish/English)

Revised: Nov. 1, 2006

Approved by Policy Council: Dec. 12, 2006

Board Approved: