

HOPI HEAD START PROGRAM

FAMILY & COMMUNITY PARTNERSHIP COORDINATOR

INTRODUCTION: The Hopi Head Start Program recruits and selects dynamic, well-qualified staff that possess the knowledge, skills and experience to provide high quality, comprehensive and culturally sensitive services to children and families in the program. This position is responsible for planning, developing and coordinating the Parent Involvement and Social Service components of the Hopi Head Start Program.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive)

1. Develops and implements program goals & objectives; policies designed to implement the parent involvement objectives; and updates the Parent Involvement & Family and Community Partnerships content area; plans by/through monthly program evaluations; develops and updates the parent handbook on a yearly basis and ensures that the handbooks are distributed and parent and staff orientation is conducted; conducts orientation for parents and staff on the process of the transition liaison components, i.e., assists staff and parents whose children will be transferring from Head Start to Kindergarten and entering elementary schools and establishes and maintains calendar of transition activities for the children, parents and staff, i.e., meetings to discuss child's educational needs, school visitation and encourage parent-teacher cooperation.
2. Plans, coordinates and implements program activities, including orientation for parents and staff on the goals & objectives of the Parent Involvement & Family and Community Partnerships content area; training for parents on child development concepts; coordinating services from various county agencies to assist Head Start families, i.e., housing improvement, etc.; keeps other agency staff apprised of parent issues and works closely with the parent policy groups to facilitate coordination regarding the training of parents; and provides orientation/facilitate training on the roles and responsibilities of policy group members.
3. Oversees the recruitment, training, and scheduling of parent volunteers to include background checks; works in cooperation with the Policy Council and serves as a resource for the Parent Committees; assists parents in developing and scheduling their own social, developmental and academic growth; encourages parents in addressing community needs that would benefit program participants; and assists staff with designing, developing and implementing a comprehensive, well-integrated plan for parent involvement; that transcends all service areas.
4. Is the designee for the Head Start Program for reporting suspected child abuse cases in accordance with provisions of Arizona State and Hopi Tribal law; establishes and maintains cooperative relationships with the agencies providing child protective services; preserve the confidentiality of all records pertaining to child abuse or neglect in accordance with applicable laws; provide orientation and training for staff on the process for identifying and reporting of child abuse and neglect; and provide an orientation for parents on the need to prevent abuse and neglect to foster a helpful rather than a punitive attitude toward abusing or neglecting parents and other caretakers.
5. Develops service plans in collaboration with the families and to coordinate their planned program activities with staff in other content areas and with other community agencies; engages in on-going assessment of the quality of parental services provided; communicates effectively with others, including giving and receiving feedback on the quality of services; cooperates successfully as a member of a team; provides staff training and development, including on-site consultation, coaching and mentoring of other staff regarding parental education; provides supervision for on-going program development and meets any specific content area requirements.
6. Work in close partnership with parents to assist them in developing and utilizing individual and family strengths in order to successfully meet personal and family objectives; engage parents in a process of collaborative partnership building that fosters mutual trust and to identify family goals, strengths and necessary services and other supports; and develops and implements Individualized Family Agreements that describe family goals, responsibilities and timetables for families to achieve goals with consideration to avoid duplication of pre-existing plans.
7. Plans, develops and implements social service referral systems (including applicable policies & procedures); coordinates client referrals and follow-up activities; provides on-site consultation to family and community

partnership staff; and access community services and resources to provide emergency or crisis assistance in areas such as food, housing, clothing, and transportation.

8. Assists in preparing budgets, i.e., recommends allocation of funds for supplies, equipment and supplies/material, as needed for effective management of the parent involvement program activities and social service components; and compiles and submits in-kind reports to the Hopi Tribe accountant.
9. Maintains and monitors compliance to meet legal requirements concerning students' rights to privacy and release of pupil's records and information and maintains record of delivery material such as student's records/information to designed locations.
10. Attends and represents the Head Start Program at Parent Committees & Policy Council meetings, and other meetings to report on area of responsibility, coordinate work efforts or provide assistance, as needed.
11. Performs other duties as assigned and authorized to achieve program goals and objectives.

COMPLEXITY: The work includes varied duties involving different and unrelated processes, steps and methods. The decision regarding what needs to be done depends upon the analysis of the subject or issues involved in each assignment and the chosen course of action may have to be selected from alternatives.

SUPERVISION RECEIVED: The incumbent is under general supervision and line authority of the Head Start Director. The incumbent and supervisor, in consultation, establish the objectives, priorities and deadlines and assist the incumbent with unusual situations, which do not have clear precedents. The incumbent plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements.

PERSONAL CONTACTS: Contacts are with employees within/outside the immediate work area, parents, guardians, grandparents, medical personnel, emergency/fire personnel, other related agencies at the local, state and federal level and the general public. The purpose of these contacts is to exchange factual information, coordinate work efforts, provide assistance/services and establish a network of resources.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work is mostly sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment; in the individual centers and client's homes. The incumbent will be required to assist in receiving and delivering equipment/supplies requiring lifting and carrying objects in excess of 15 lbs. and physical exertion such as long periods of standing, walking, bending and crouching. The incumbent must maintain a flexible work schedule in order to best meet the needs of the program. Extensive travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

- A. Education : Associate's Degree in Education, Social Work or closely related field;

AND

- B. Experience: Two (2) years work experience coordinating and organizing family and community education oriented projects and activities of which at least one (1) year is in a teaching capacity at a pre-school or elementary education level or related experience;

OR

- C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities

A. Knowledge:

- of early child development methods, concepts and techniques.
- of Child Abuse and Neglect laws

- of the socio-economic environment, traditions and culture of the Hopi reservation
- of federal, state and local Head Start rules, regulations, policies & procedures related to the Parent Involvement Program and Social Service component
- of adult education and presentation methods and techniques
- of record keeping and file maintenance methods, techniques and practices

B. Skills :

- verbal and written communication to prepare reports, correspondence, policies and conduct individual/group presentations
- in assessing individual family situations and identifying solutions to problems
- in planning and providing parental involvement information to families
- in human and public relations
- in operating basic office and audio/visual equipment

C. Abilities :

- to motivate others
- to analyze programmatic problems and develop solutions/recommendations
- to maintain accurate and correct records and reports and handles them with strict confidentiality
- to establish and maintain professional working relationship with others
- to develop and present training in parent involvement related to early childhood development

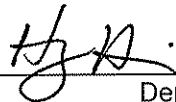
NECESSARY SPECIAL REQUIREMENTS:

1. Possess or be able to obtain, within 30 days of employment, a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must complete and pass a background investigation & fingerprint check in accordance with the Hopi Tribe's policy.
3. Possess or obtain a food handler's card and maintain certification.
4. Possess or obtain a First-Aid and CPR certification and maintain certification.
5. Must satisfactorily complete an annual physical examination (including tuberculosis screening) and drug & alcohol test.
6. Speak and understand the Hopi or Tewa language.

DESIRED QUALIFICATION:

1. Prefer teaching experience with pre-school age children.

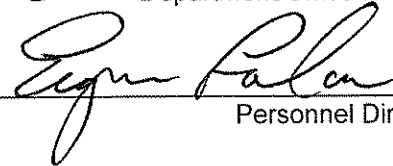
REVIEWED BY: _____



Department/Office Hiring Authority

9/9/05
Date

APPROVED BY: _____



Personnel Director

9-9-05
Date

Range: EXEMPT [32]
09/2005(nfp)