

- TITLE:** Family Service Coordinator/Pre-K Director
- QUALIFICATIONS:**
1. Bachelor's Degree in Early Childhood Education, Child Development, or Social Work.
 2. Knowledge, training, and experience with family dynamics, human diversity, community agencies, and culture(s) of families being served.
 3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- REPORTS TO:** Elementary School Principal
- JOB GOALS:** As primary responsibility, the Family Services Coordinator/Pre-K Director will address the well-being of pre-kindergarten children and their families. To this end, the Family Services Coordinator/Pre-K Director must serve as a multiple service broker for the children and their families. Services should be coordinated through the development of multiple partnerships with public and private agencies. Trusting relationships must be established with the families of pre-kindergarten children in order to facilitate the provision of coordinated services.
- PERFORMANCE RESPONSIBILITIES:**
1. Develop a facilitative mentor relationship with pre-kindergarten families.
 2. Provide family service during both traditional and non-traditional work hours.
 3. Act as a liaison and family advocate between school and community agencies.
 4. Develop a strong rapport with pre-kindergarten families.
 5. Communicate with pre-kindergarten families on an on-going basis (at least once per month).
 6. Maintains records on each family to include: family assessment and goal setting date, documented home visit, provision of direct and referred services, and family participation in the pre-kindergarten program.
 7. Develop a broad network of community resources to support children and their families.
 8. Assist families in assessing their strengths and needs.
 9. Organize family assistance efforts around preventative strategies, which promote the development of empowered families.
 10. Assist families in accessing available community services.
 11. Provide input to and attend meetings of the coordinating council (a member of the School Improvement Committee – umbrella for coordinating council).
 12. Participate in weekly conferences with the instructional planning team to assure coordinated provision of instructional and social services.
 13. Coordinator of parent training sessions.
 - a. Assist with registration of students for pre-kindergarten program
 - b. Assure the enrollment of students in each class (limit – 22)
 - c. Assure that all guidelines are maintained in the enrollment of students
 - d. Assist in the public relations for pre-kindergarten
 14. Performs other duties as assigned.
- TERMS OF EMPLOYMENT:** Ten, eleven, or twelve-month year. Salary and work year to be established by the Board.
- EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.