

FAMILY CONNECTIONS LIASON / School Readiness Expansion Grant

Definition

Under the supervision of the Family Connection Coordinator, the Family Connections Liaison works in home-based/site-based instruction of KCUSD Family Connections Program families, performing a variety of services to increase opportunities for supporting parents/caregivers to nurture their child's development.

Essential Duties

1. Administer developmental assessments; plan curriculum for families; plan activities; prepare materials for children and parents;
2. Work with parents and children in the home or site-based setting;
3. Recruit participants for the program;
4. Make referrals to appropriate services based on family needs;
5. Assist in the preparation of teaching materials and learning activities;
6. Complete documents required for program activities in a timely manner;
7. Assist with parent contacts by telephone or in person serving as an interpreter as required;
8. Operate various office equipment (typewriter, computer, copy machine, etc.); and
9. Meet regularly with coordinator to plan program activities and review materials and assignments;
10. Assure the health and safety of children and families by following established practices and procedures;
11. Communicate with collaborating agencies, district personnel, parents, students and the public to exchange information and resolve issues or concerns; speak and translate in a designated language;
12. Attend and participate in staff meetings; attend various in-service meetings as assigned.

Other Duties

1. May be required to work afternoon, evening and/or weekend hours.
2. Travel locally with own transportation and insured with minimal liability insurance.
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Qualifications

Knowledge of:

1. Child development principles and practices;
2. Safe practices in classroom and outdoor activities;
3. Basic concept taught in schools, including math, language and reading;
4. Basic instructional methods and techniques;
5. Correct English usage, grammar, spelling, punctuation and vocabulary;
6. Operation of standard office equipment including computer and assigned software;
7. Oral and written communication skills;
8. Interpersonal skills using tact, patience and courtesy;
9. Basic record-keeping techniques;
10. Instructional methods and techniques.

Ability to:

1. Develop knowledge and skills necessary to function in the specific settings to which assigned;
2. React with flexibility, creativity, and sensitivity to changing situations and needs;
3. Read notes, memos, and reports of a moderately complex nature;
4. Understand and carry out oral and written directions;
5. Provide readiness skills in a home-based or site-based environment;
6. Assist in the preparation of instructional materials;
7. Maintain records and compile reports in a timely manner;
8. Observe health and safety regulations;
9. The ability to speak English and Spanish (Pass District Bilingual Proficiency Test)
10. Establish and maintain cooperative and effective working relationships with others;
11. Operate standard office equipment including a computer.

Education:

Must be NCLB compliant--Associate of Science degree with an emphasis in Early Childhood Education and sufficient experience with preschool children and child development training to demonstrate the knowledge and abilities listed above; or A.A. in related field with 12 units of Early Childhood Ed.

License & Certificates: Valid California Driver's License, incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed by KCUSD; certified in First Aid and CPR.

Experience:

1. Sufficient experience with preschool children and child development training to demonstrate the knowledge and abilities listed above; and
2. Some experience in working with people of a variety of cultures is desirable.

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 stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds such as boxes of books and teaching material. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus, the ability to hear conversations in quiet and noisy environments and the ability to speak clearly in order to exchange information. The employee will frequently interact with the public and other staff.

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 quiet to moderate. Work is performed mostly indoors with some outdoor work.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

7/11/05