



## **JOB DESCRIPTION**

<b>Job Title</b>	Early Learning Family Services Facilitator - Bilingual
<b>Department</b>	Early Learning
<b>Reports To</b>	Director of Early Learning
<b>Classification</b>	Classified
<b>Location</b>	Prairie Ridge
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	School Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## **Job Summary**

The Early Learning Family Services Facilitator – Bilingual assists students in developing and implementing the goals and mission of the Eau Claire Area School District and the Director of Early Learning. This position also provides bilingual assistance to parents, volunteers, teachers and administrators in the Early Learning program and community sites.

## **Essential Job Functions**

- Assists with planning, organization, and execution of those responsibilities pertaining to family involvement and volunteer efforts within the Early Learning Department.
- Serves as interpreter, translator, and resource person for school staff.
- May translate documents for staff, students, and families.
- Attends conferences, or other meetings with families to assist with communication.
- Assists the Family and Community Partnership Coordinator in planning, organizing and implementing parent involvement opportunities, activities and trainings.
- Assists in ongoing needs assessment and evaluation of ECASD Head Start and Eau Claire 4 Tomorrow parental involvement, family and volunteer services.
- Promotes leadership skills and abilities of parents.
- Assists with the planning and implementation of parent and volunteer orientation/trainings.
- Completes weekly home visits in accordance with the requirements of the program. Must provide own transportation for home visits.
- Fosters a relationship with families of preschool students which encourages participating in the learning experience of their child and supports them in building strong family units.
- Builds on parent and family strengths.
- Supports parents and families in setting and working toward family goals and partnerships.
- Maintains confidentiality of families, parents, and students.
- Encourages parents to become advocates for their own families.
- Supports and models positive child guidance practices.
- Effectively manage caseloads through timely and thorough communication with assigned families, follows-up on needs, goals, and outcomes.

- Meets program documentation requirements as prescribed by the Office of Head Start.
- Conducts business via phone in a pleasant, helpful, and professional manner.
- Assists in development and distribution of monthly newsletters and other parent communication.
- Maintains family involvement records.
- Assists in training staff and parents as needed.
- Schedules and completes Head Start intakes.
- Participates in after hours and weekend activities as needed.
- Assists with organization and maintenance of donations, including food items.
- Utilizes and adapts a variety of strategies, materials, and resources to enhance the active involvement of families on a variety of levels.
- Individualizes parent family involvement activities according to the needs and interests of individual centers and families.
- Demonstrates an awareness of resources within the school district and community.
- Assists in maintaining a current community resource guide.
- Connects families with appropriate school district and community resources and assists families in accessing these resources.
- Supports families with limited literacy abilities.

#### **Ancillary Job Functions**

- Participates in professional development as directed.
- Attends staff meetings and trainings as needed.
- Attends and participates in family/teacher conferences as directed.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Associate degree or additional university level coursework.
- Extensive experience in interpreting and translating fluently in both English and targeted second Language.
- Must meet District standards for language proficiency.
- Training and/or work or volunteer experience in social work, education, family services, early childhood development or pupil services.
- Basic computer literacy skills.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Bachelor's degree in social work, child and family services, child development, human development, pupil services, education or a related field.
- Fluent in speaking and writing English and the targeted second language.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to speak, read, and interpret the English language and school curriculum for those who have English as a second language.
- Knowledge of the linguistic and cultural differences which may affect limited English proficient students and their parents.
- Strong oral and written communication skills.
- Strong interpersonal skills.
- Knowledge of school and community resources.
- Excellent organizational skills.
- Ability to work independently with minimum supervision.
- Ability and desire to work collaboratively in a team atmosphere.
- High degree of self-motivation and ability to work with minimum supervision.
- Ability to maintain a flexible schedule including evenings and weekends as needed.
- Ability to maintain confidential information.
- Ability to provide transportation to and from various locations in compliance with the District driving policy.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal school/office environment and moderate noise levels.

**Physical Requirements** – The physical demands described below 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 essential functions.

- Frequently required to talk and hear.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and related office equipment.
- May be required to lift up to 50 pounds.