



JOB DESCRIPTION

Job Title	Family and Community Partnership Coordinator
Department	Early Learning Department
Reports To	Early Learning Program Principal
Classification	Hourly Nonaffiliated
Location	
Salary	On Schedule
Length of Contract	199 Days

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 Family and Community Partnership Coordinator is responsible for coordinating all family services for the Early Learning program and assisting in building community partnerships. The coordinator assists all Head Start/Early Learning Staff in the development and implementation of the goals and mission of the Eau Claire Area School District and Head Start and Early Learning programs; and serves as an advocate and resource for families.

Essential Job Functions

- **Family Partnerships:** The Family and Community Partnership Coordinator fosters and maintains partnerships with families in conjunction with other Early Learning department staff, ECASD staff, ECASD Parent Partnership Coordinators and Community Members by:
 - Coordinating and/or accessing services to provide a variety of parent involvement opportunities including, but not limited to, parent meetings, parent trainings, parent volunteer opportunities and home visits.
 - Assisting in formation of Head Start Parent Committees at each center.
 - Coordinating parent involvement opportunities with Head Start to meet the needs of individual families, individual centers and the ECASD Head Start & Early Learning program including literacy and parent involvement plan.
 - Promoting the leadership skills and abilities of parents.
 - Fostering a relationship with parents of preschool students that encourages their participation in the learning experiences of their child and supports them in building strong family units.
 - Building on parent and family strengths and encouraging parents to be advocates for their own families.
 - Supporting parents and families in setting and working toward family goals.
 - Coordinating and maintaining parent handbook, surveys, and newsletter.
 - Developing and conducting a Parent Involvement Survey for all Early Learning Programs.
- **Community and Volunteer Partnerships.** The coordinator will support and foster positive community partnerships by:



- Assisting the Early Learning Program Principal in writing and maintaining written community partnership agreements.
 - Planning and implementing special events for the Early Learning Programs.
 - Preparing necessary press releases and written communication to promote Early Learning programs.
 - Representing the ECASD Early Learning Department at community functions, committees, and coalitions.
 - Planning and implementing volunteer orientation/trainings.
 - Maintaining a current Volunteer Handbook.
 - Maintaining records of Parent Involvement requirements in the Early Learning Programs.
 - Utilizing and adapting a variety of strategies, materials, and resources to enhance the active involvement of parents and community members on a variety of levels.
- Program Design and Management The Family & Community Partnership Coordinator will assist the Early Learning Program Principal by:
 - Assisting with the annual revision of ECASD Head Start services plans as they relate to parent, family, community, and volunteer services.
 - Maintaining and completing required reports and program documentation.
- Professional Growth and Responsibility The Family & Community Partnership Coordinator will:
 - Maintain knowledge in the current trends and research in family and community collaboration and partnerships.
 - Maintain an awareness of community resources within the school district and community.
 - Participate in staff development opportunities.
 - Organize and/or provide staff development and training opportunities for Early Learning staff.

Ancillary Job Functions

- 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.

- Bachelor's degree in Human Services, Communications, Child Development, or related field.
- Training and/or work or volunteer experience in Head Start or another early childhood development program.
- Experience, knowledge, and the ability to work effectively with at risk populations.



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

- Certification through the Wisconsin Family Services Credential Training program.

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

- Strong oral and written communication skills.
- Strong interpersonal skills.
- Knowledge of school and community resources.
- Excellent organizational skills.
- Knowledge of Head Start Performance Standards.
- High degree of self-motivation and ability to work with minimum supervision.
- Ability to maintain a flexible schedule.
- Ability to maintain confidential information.

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

- Normal office working environment.

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.

- May be required to grasp, push, stand/walk, reach.
- Frequently required to sit and work at a desk/computer for extended period of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp and reach.
- May be required to lift up to 10 pounds.