

Participates in staff meetings, trainings, Family Child Reviews, case cons. 92grt0.6 t)3.7 (r)-3.pe /Foo(.6a)-3.5001 Tc -011 (

Head Start Performance Standards, State and Federal regulations on community action and Social Services programs.

Role and Responsibility of a Mandated Reporter.

Head Start Parent, Family and Community Engagement Framework.

Special Education program standards.

Educare program standards.

Office methods, practices and procedures including record-keeping and filing systems.

Health assessment procedures.

Working in multi-cultural and multi-ethnic communities.

Proper English including grammar, punctuation, spelling, and sentence structure.

Cultural sensitivity and competency in all interactions with both families and colleagues.

ABILITY TO:

Establish supportive, positive relationships with children and families from diverse backgrounds, including those living in poverty.

Demonstrate sense of responsibility, through good attendance, effective time management, dependability, accountability, and strong ethical standards.

Collaborate both within the program and as part of the national Educare Learning Network (ELN).

Participate in ELN/Network-wide trainings, professional development and learning events.

Conduct assessment of family strengths and needs.

Work within an interdisciplinary team as a cooperative and supportive team member that includes education staff, consultants/coordinators, managers, and local evaluation partners.

Organize work assignments to meet established deadlines.

Translate oral and written materials from English to a specified foreign language and from a specified world language to English.

Speak, read, and write effectively.

Use word-processing software at an intermediate level, and learn and master other computer

technology. (d)-(r)-(p)-7.1 (u)-1.6 (teer)-7.2(e)0(a)-1.ertet1(a)-2.02 Tw (p)2.4r)1.3 (1)-5.1 -(p)2.4r)1.a (m)3.s as 6n)2.4eeds.

ENVIRONMENT:

Duties are performed in an office environment, outdoors in the community, in the homes of families served and under varying conditions.

Work a flexible schedule, evening, and weekend hours, as the needs of the service population requires.

Duties require incumbents to drive a vehicle to attend meetings with parents/students, staff and make home visits.

PHYSICAL DEMANDS:

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