

TITLE: PROGRAM SPECIALIST, FAMILY SUPPORT SERVICES

QUALIFICATIONS:

1. California teaching credential
2. Three years classroom experience
3. Teaching skill and knowledge of early childhood education

REPORTS TO: Administrator as assigned

SUPERVISES: Staff as assigned

JOB GOAL: To assist district and school staff in implementing early childhood education for the children, staff, parents and community

PERFORMANCE RESPONSIBILITIES:

1. Creates and supplies a safe and healthy environment to the social, emotional, physical and cognitive growth of children at their appropriate levels
2. Organizes, plans, supervises and directs the Even Start, Parent University and Family Literacy program as related to approved proposal including literary component, parent education component and technology component
3. Builds and maintains partnership with project parents and school site principals which encourages open and ongoing communication between site personnel, parents, administrators and other community collaborative agencies
4. Establishes a liaison with community in order to advocate for Family Literacy Program and the Even Start schools and access resources and supportive services (i.e., health, mental, literacy and vocational training) for families
5. Articulates early childhood education/developmentally appropriate practices to school community
6. Maintains necessary records and files and maintains budgets as appropriate
7. Must be willing to work a flexible schedule
8. Performs other related duties and responsibilities as required by appropriate department head in order to accomplish those goals and objectives of assigned program

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; teacher salary schedule

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable