

Sioux Falls School District 49-5

POSITION DESCRIPTION

DEPARTMENT: SPECIAL SERVICES

POSITION TITLE: HEAD START FAMILY SERVICES
COORDINATOR
(Level M; 12 month Specialist)

REQUIREMENTS:

- A. Education Level:** Four-year degree through a course of study addressing families and young children.
- B. Experience Desired:** At least one year of work experience in a position requiring interpersonal relations skills. Experience in Head Start preferred but not required.
- C. Physical Requirements:** Constant hand-eye/mind-eye coordination and hearing; intermittent sitting, standing, walking, bending, crouching, dialing, filing, fingering, grasping, indexing, inserting, keyboarding, lifting, driving, and speaking are required.
- D. Other Requirements:** Valid drivers license and ability to use personal car for work. Excellent oral and written communication skills. Skills in human relations. Ability to maintain confidential information. Ability to interact with a diverse population including adults and children.

DATE: Revised June 2004

REPORTS TO: Principal
Director

ESSENTIAL FUNCTIONS AND DUTIES OF A HEAD START FAMILY COORDINATOR SPECIALIST

1. Establishes a rapport with families and assists families in the identification and achievement of identified goals set by the principal, counselor, or teacher.
2. Serves as a communication link between staff, parents and students.
3. Provides teachers and staff with student progress reports, if applicable.
4. Prepares documents using word processing and spreadsheets upon supervisor request.
5. Contacts parents to schedule home visits, conferences, or classroom visits.
6. Completes and mails parent newsletters and notices with teacher input and principal signature.
7. Assists with parent activities/center activities.

