

POSITION: **PARENT, FAMILY AND COMMUNITY ENGAGEMENT MANAGER**

DIVISION: Early Childhood Development

PURPOSE: Oversees functions of the Parent, Family and Community Engagement service area, including Eligibility, Recruitment, Selection, Enrollment & Attendance (ERSEA) and transportation in accordance with Administration for Children and Families Performance Standards and current Head Start regulations.

QUALIFICATIONS:

Education: Bachelor's Degree in Social work, Communications, Marketing or related field.

Experience: Three (3) years experience in program management level position with staff supervisory experience. Experience in Head Start/Early Head Start or parent services preferred.

Skills, Abilities and Knowledge:

- a. Ability to apply independent judgment
- b. Excellent oral and written communication skills
- c. Ability to achieve goals with little supervision
- d. Ability to maintain confidentiality
- e. Ability to motivate and supervise others
- f. Machine operations could include calculator, computer, photocopier, telephone, etc.
- g. Knowledge of Head Start Performance Standards, policies and procedures, Head Start philosophy and program operations
- h. Ability to work effectively as part of a team and to lead teams

REPORTS TO: Assistant Director

SUPERVISES: ERSEA Supervisor, Transportation Coordinator, Clerk

JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be perform with or without reasonable accommodates:

Mental Concentration: Moderate concentration intermittently.

Interruptions: Occur constantly.

Physical Effort: Medium physical effort (up to 30 pounds) in a predominantly sitting position.

Confidential Information Used: Personnel related information, child's health/mental health information, family economic information, family environment information.

Special Demands: Potential eye strain, Frequent lifting. Must provide proof of full COVID vaccination before starting

Special Requirement: Current Act 33 & Act 34 clearance and FBI/DPW clearance documentation at time of hire. Valid PA drivers license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum).

Duties may include any or all of the following. This list is intended to be representative.

01. Develop and implement Parent, Family and Community Engagement service area plan, procedures and trainings and assure program compliance in accordance with current Head Start performance standards.
02. Incorporate the "Parent, Family and Community Engagement Framework" into the service area.
03. Interpret program rules, procedures and policies and assure compliance at levels that meet or exceed federal regulations and performance standard requirements.
04. Responsible for ongoing monitoring of the Parent, Family and Community Engagement.
05. Assist with monitoring the ERSEA and transportation service areas.
06. Organize, train and support parents and community representatives in volunteering and mentoring.

07. Collect and analyze data to identify areas of need, establish and track goals, and write reports.
08. Represent the Private Industry Council and the Head Start/Early Head Start programs in the community developing mutually beneficial relationships with schools, organizations and businesses.
09. Support activities of the Parent, Family and Community Engagement Advisory Committee.
10. Support monitoring process of daily attendance and ensure follow-up of irregular attendance is documented.
11. Support adherence to state requirements in reporting suspected child abuse and neglect.
12. Review and monitor In-kind contributions.
13. Recommend changes and improvements necessary to support program growth and development.
14. Participate in meetings, job related training and continuing education programs as required by supervisor or Head Start regulations.
15. Oversee the eligibility, recruitment, selection, enrollment and attendance process.
16. Assure accurate implementation and maintenance of the paper and electronic record keeping systems for family information.
17. Responsible for termination process of children and any resulting appeals.
18. Responsible for overall assurance that all operations in parent engagement area are fulfilled including:
 - Oversight of Parent, Family and Engagement activities: Parent Orientation, Open House, special events, etc.
 - Develop volunteer training and other family education programs.
 - Assist with transition projects.
 - Visit centers throughout program year for functions involving parents; answer questions from staff; and send memos regarding special projects.
 - In collaboration with Director, initiate and facilitate all program governance activities related to Policy Council:
 - a) Responsible for establishing parent committee and Policy Council elections with parents and community representatives.
 - b) Recruit parent and community volunteers for Advisory Committees.
 - c) Train all newly elected parent committee and Policy Council officers.
 - d) Train volunteers for Personnel Committee and others as defined in Policy Council Guidelines.
 - e) Facilitate committees pertaining to Policy Council governance – Executive, Personnel, Guidelines, and Fiscal.
 - f) Secure member(s) of Personnel Committee to assist with conducting interviews.
 - g) Responsible for establishing and monitoring Parent Activity Fund.
 - Responsible for setting up parent committee meetings, securing facilities, sending notices, distributing minutes, arranging babysitting if needed.
 - Ensure staff support and attendance at all scheduled parent committee meetings.
 - Coordinate state, regional, national training opportunities for parents.
 - Create and maintain parent newsletter.
19. Plan and initiate periodic service area team meetings.
20. Assist and oversee training and support of staff in providing social service functions.
21. Perform other duties as defined by Head Start Director and/or the assigned supervisor when additional work is necessary to fulfill the obligations of the organization.

CORPORATE EXPECTATIONS:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public’s impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY GRADE: J

HOURLY WAGE: \$22.59

HOURS PER WEEK: 40
Possible non-traditional