

VASHON ISLAND SCHOOL DISTRICT POSITION DESCRIPTION

ECEAP FAMILY SUPPORT SPECIALIST 16-20 hours per week 181 days per year

GENERAL SUMMARY

This position serves as liaison between families, schools and community service resources to provide social and health support services to preschool students and family members who are eligible for the Early Childhood Education Assistance Program (ECEAP).

ESSENTIAL FUNCTIONS:

Under the supervision of the Director of Student Services or designee, the position performs some or all of the following typical duties:

- Organizes social services, family involvement, health, nutrition and mental health components for the preschool program at assigned schools.
- Conducts outreach to the community. Recruits and enrolls children and families for the program.
- Provides program orientation to parents and families as to their rights and responsibilities in the program; encourages parents to participate in decisions concerning the content and direction of the program. Assists parents to identify and develop personal strengths. Provides leadership and service opportunities for family members.
- Conducts family resource assessment, develops and implements a program of services and coordinates interventions to assist families. Provides current information on community resources and assists families in working with agencies or community organizations to meet family-identified needs. Serves as advocate or spokesperson for families.
- Provides consultation and advice on issues such as child health, behavior management, social service referrals, parenting skills and a wide variety of other matters to assist parents in improving the home environment to benefit the child's education.
- Provides support for families in crisis; coordinates efforts for consistency and routine in the lives of children.
- Acts as a liaison between parents and school and works to develop a spirit of community. Provides for and/or conducts parent meetings and parent classes; writes newsletters and flyers about special events; promotes communication between parents, school and social service agencies; generates activities to enable families to interact with one another. Facilitates family volunteer part of the program and maintains records of all volunteer hours.
- Establishes and maintains a network with local agencies and organizations that provide social and health services to children.
- Maintains accurate program records and files, including enrollment information, family assistance referrals, health and immunization records and follow-up data. Produces reports as required.

- Assists the teacher with health/nutrition instruction and assists with other classroom activities as needed. Assists in the planning and implementing the activities to assist transition to kindergarten.
- Attends inservice training sessions and staff meetings as scheduled. Participates in quarterly multi-disciplinary staffings for each family.
- Performs other duties as assigned. May have flexible hours to allow employee to participate in family and community activities related to the program.

REPORTING RELATIONSHIPS

- Reports and receives direction from the Director of Student Services or designee.

COGNITIVE DEMANDS

- Requires organization and time management; requires accurate record keeping; requires concentration; exposed to frequent interruptions; requires adaptability and flexibility in working with different students, staff, parents, and community members; requires effective decision-making and problem-solving; requires substantial self-discipline in behavior and attitude; requires ability to maintain confidentiality; requires dealing with difficult, upset, or angry individuals on occasion.

PHYSICAL DEMANDS

- May be exposed to visual display terminal for prolonged periods; may require prolonged standing or sitting; may be exposed to diseases carried by students; may require ability to attend to student's personal hygiene; while performing the duties of this job, the employee is regularly required to sit, stand, walk, lift, carry, stoop, kneel, talk and hear.

MINIMUM QUALIFICATIONS

Education and Experience

- AA or higher in any field W/ 30 ECEAP/Early Childhood related credits.
OR
- Family/Social Service Credential
OR
- Current Home Visitor Child Development Association credential

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to effectively communicate with preschool age children, family members, outside agencies, co-workers and other district staff in diverse environments.
- Ability to remain flexible to changes in assignments or situations.
- Ability to organize own work and work independently.
- Ability to understand the school district and its relationship to the community.
- Ability to deal with frustrated and/or difficult staff, students, and community members.
- Ability to operate general office machines and a computer.
- Ability to maintain accurate, complete records.

- Fluency in one or more languages in addition to English preferred
- Access to personal vehicle and proof of insurance.
- Ability to lift 20 pounds and push/pull 40 pounds.
- Skill in creative problem solving.
- Effective time management skills.
- Effective written and oral communication skills.
- Ability to learn new skills quickly.
- Ability to maintain strict confidentiality.

CONDITIONS/ACKNOWLEDGMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, or responsibilities not listed herein. The District reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
