

SAN DIEGO COUNTY OFFICE OF EDUCATION

Personnel Commission

CLASS TITLE: EARLY CHILDHOOD PARENT & FAMILY LIAISON

DEFINITION: Under the direction of the Quality Preschool Initiative (QPI) Coordinator provides parents/guardians with parenting classes and resources; supports family strengthening and parent engagement at QPI sites throughout San Diego county.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Plans and conducts parent education workshop sessions for parents/guardians of preschool age children at QPI sites throughout San Diego County.

Provides parent education workshops for parents and caregivers of children ages zero to five years old in a preschool agency setting using an established curriculum (such as, "Let's Read Together", "Preschool English Learners", "Positive Solutions", "Parents as Partners", and other specific Curriculum as specified in the grant.

Plans and implements parent education/training workshop activities related to parent's rights, advocacy and parent support designed to enhance parent's involvement in student education.

Plans and organizes meetings and workshops by setting dates, confirming workshop sessions, coordinating participation, and preparing and distributing meeting/class materials.

Maintains program related records including sign-in sheets, parent demographic forms and workshop evaluations.

Attends and participates in training, professional development and meetings as requested.

Assembles, compiles and distributes information pertinent to families such as community resource information, programs or legislation as requested.

Provides regular status updates to supervisor regarding tasks and status of workshops.

Assists with the implementation of universal screening utilizing the Ages and Stages

Views records of each workshop/series in the program management system.

NON-ESSENTIAL FUNCTIONS:

Performs other related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

Bilingual proficiency (English/Spanish) is required.

EDUCATION AND EXPERIENCE:

A combination of education and experience, which clearly demonstrates possession of the knowledge, and abilities, detailed below. Experience must include a minimum of two years working in an early education setting.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Child growth and development
- Parent/guardian/care-giver role in child development
- Training methods and techniques
- Adult learning principles

ABILITY TO:

- Schedule, multi-task, and be self-directed in order to meet various schedules and deadlines
- Establish and maintain effective working relationships with adults and children of varying backgrounds
- Plan, organize, and conduct trainings and presentations
- Connect and engage with adult learners
- Understand and carry out oral and written instructions; prepare reports as required
- Communicate effectively orally and in writing, using good grammar
- Organize and prioritize work to meet daily, weekly and monthly deadlines
- Establish and maintain rapport with those contacted in the course of work
- Establish and maintain effective working relationships with childcare providers, school administrators, school district personnel, parents, County Office staff and other agencies involved in early care and education
- Work effectively with individuals from various ethnic and cultural groups
- Demonstrate attendance sufficient to complete the duties of the position as required
- Complete routine tasks thoroughly, accurately and with attention to detail
- Utilize a computer and associated software for word processing and recordkeeping

WORKING CONDITIONS & PHYSICAL ABILITIES:

Environment

Incumbent will be required to work flexible hours within a 40 hour work week in order to accommodate evening workshops. Position requires the ability to travel from SDCOE to various locations throughout the county.

Physical Abilities

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; sufficient strength to lift, more, and/or carry various items up to 25 lbs.

Established: 10/13

Revised:

Personnel Commission Approved: October 30, 2013