



COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE

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Human Resources

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Cynthia W. Burton

Executive Director

September 2, 2020

JOB ANNOUNCEMENT

Title: Parent, Family, Community Engagement Coordinator (PFCE)

Locations: Tuscaloosa

Employment Classification: Regular, Full-Time, Exempt, Non-Safety-Sensitive

Summary of the Position: See Attached Job Description

Qualifications of the Position: See Attached Job Description

Duties and Responsibilities: See Attached Job Description

Salary and Application Procedures: This is a Paygrade 4 position on the CSP Head Start Salary Scale with a salary range of \$40,019 - \$58,302 annually. Current employees may apply by submitting a letter of interest along with and updated employment application. Other interested applicants may apply by submitting a completed employment application obtained from the website at www.cspwal.com or by contacting the Human Resources department of CSP at (205) 752-5429 to request an application. Completed and signed applications may be submitted in person, by mail or scanned and emailed to employment@cspwal.com.

Deadline to apply extended: Wednesday, September 16, 2020 at 5:00 p.m.

Community Service Programs of West Alabama, Inc. is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, national origin, or genetic information. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children facility and applicants will be subject to criminal history background checks. CSP is an E-verify Employer. **EOE AA M/F/Vet/Disability.** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability or national orig

Community Service Programs of West Alabama, Inc.

Job Description

<u>Job Title:</u>	Parent, Family and Community Engagement Coordinator (PFCE)
<u>Division/Department:</u>	Head Start/Early Head Start
<u>Reports To:</u>	Head Start Director
<u>Exemption Status:</u>	Regular Full-Time, Exempt, Non-Safety-Sensitive
<u>Grade/Salary:</u>	Head Start Paygrade 4, \$40,019 - \$58,302 Annually

Summary of Duties and Responsibilities

The PFCE Coordinator performs functions related to the development and implementation of the Family and Community Engagement programs. The PFCE Coordinator is responsible for planning, developing, implementing and coordinating these programs. The PFCE Coordinator is responsible for establishing and maintaining partnership processes that permit exchange of information and establish a system to facilitate family goal-setting and achievement. The PFCE Coordinator performs functions to assure compliance with the Head Start Performance Standards related to all areas of responsibility.

Essential Duties and Responsibilities: *(Supervisor may assign other duties.)*

- ◆ Generate, track and and oversee reporting of non-federal share dollars and in-kind contributions.
- ◆ Develop and manage Parent Involvement work plan for parent participation at each Head Start site.
- ◆ Monitor the program's 20% non-federal share, recruit program volunteers and calculate in-kind donations/contributions.
- ◆ Manage and monitor the volunteer program for quality and quantity of parent and community participation.
- ◆ Oversee the collection, compilation and submission of all volunteer and in-kind data monthly, including tallies of cumulative hours for parents, volunteers and community groups.
- ◆ Quantify cumulative contributions of community partners.
- ◆ Develop and prepare in-kind volunteer report.
- ◆ Monitor and implement the Parent, Family and Community Engagement Framework as laid out in the Head Start Program Performance Standards.
- ◆ Implement research-based parenting curriculum and monitor utilization and impact.

- ◆ Review and update family assessment tool and monitor family assessment data in order to assure that families are referred to appropriate community resources.
- ◆ Provide support to Family Service staff related to assisting families in setting and achieving goals.
- ◆ Liaise with Policy Council members, and facilitate member participation in meetings and activities.
- ◆ Develop training formats for Head Start parents, staff and volunteers, to include off-site events and parent committee sessions in cooperation with center staff.
- ◆ In accordance with corporate communications guidelines, develop and create Head Start newsletters; social media postings on centers, staff, and families; and forms for administrative and volunteer use.
- ◆ Serve as liaison for Head Start research projects or cooperative agreements with external stakeholders.
- ◆ Facilitate the use of Head Start Parent Committee funds.
- ◆ Facilitate the selection of Parent Committee officers.
- ◆ Facilitate the selection of Policy Council members and the election of officers.
- ◆ Coordinate the procurement of complimentary refreshments for parent, family and community engagement activities.
- ◆ Meet with appropriate committees for input on annual work plan.
- ◆ Coordinate activities of Head Start center parent committees.
- ◆ Negotiate partnership Memoranda of Understand with community-based organizations.
- ◆ Develop a list of stakeholders for Head Start and provide interactive participation opportunities.
- ◆ Provide support to Center Managers and Center staff in establishing community relationships that lead to the achievement of program goals.
- ◆ Facilitate annual revision of the Parent Handbook and assure timely dissemination to parents.
- ◆ Coordinate the development and distribution of the Head Start Annual Report.
- ◆ Monitor current and updated community assessments.
- ◆ Write and update Community Resource Directory and provide appropriate training for staff and parents.
- ◆ Make regular visits to Head Start centers to monitor and increase parent involvement.
- ◆ Conducts “lunch-and-learn” sessions with Head Start Policy Council members.
- ◆ Recommends external training activities for Head Start Policy Council and Parent Committee members.
- ◆ Follow safety guidelines and maintain a safe working environment.
- ◆ Comply with all Head Start, DHR and Agency guidelines, policies and procedures.
- ◆ Actively contribute to a positive teamwork environment.

Supervisory Requirements:

Work leadership experience is required.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and Experience:

- ◆ Possession of a Bachelors degree in Social Work, Sociology, Family and Human Development or a related field.
- ◆ Three years' experience in social work in comparable programs, working with poverty families is required.
- ◆ Familiarity with the basic concepts of education, planning, and the delivery of social services is desired.
- ◆ Must meet all suitability criteria for employment and/or certification/licensure, including the Alabama Child Protection Act of 1999 and Act No. 2002-457.

Certificates, Licenses, Registrations:

- ◆ Valid Alabama driver's license.
- ◆ Serviceable automobile with liability insurance.

Language Skills:

- ◆ Ability to develop and conduct comprehensive training workshops.
- ◆ Ability to communicate to diverse populations.
- ◆ Ability to communicate verbally and in writing.
- ◆ Ability to effectively present information to children and families.
- ◆ Ability to communicate in large and small group settings.

Mathematical Skills:

- ◆ Ability to compute simple math such as addition, subtraction, multiplication and division.
- ◆ Ability to use fractions and percentages.

Reasoning Ability:

- ◆ Ability to define problems and draw valid conclusions.
- ◆ Ability to process information for conflict management and resolution.

Other Skills and Abilities:

- ◆ Ability to develop effective working relationships with staff, children and families.
- ◆ Ability to communicate clearly and concisely to staff, children and families.
- ◆ Ability to work with members of diverse populations.
- ◆ Capable of handling multiple tasks with time constraints.
- ◆ Ability to meet deadlines and follow through consistently.
- ◆ Ability to develop solid working knowledge of program database and reporting programs.
- ◆ Solid working knowledge of current productivity software.

Physical Demands: *The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities previously mentioned.*

While performing the duties of this job, the employee is routinely required to drive, talk and hear. The employee is regularly required to stand and walk. Specific vision abilities required by this job include the ability to adjust and focus. Extensive writing is required. The employee is expected to travel and attend frequent council meetings, state meetings, and regional activities as needed.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

The noise level is acceptable in the work environment. Work is performed indoors and outdoors.

The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The supervisor may assign additional duties.

REV 2/2012

REV 5/2013

REV 7/2014

REV 12/2014

Reviewed by Board of Directors 12.03.2015

Reviewed by Board of Directors 01.19.2017

Reviewed by Board of Directors 03.15.2018

REV 12.04.2018

Reviewed by Board of Directors 01.17.2019