

# SHASTA HEAD START CHILD DEVELOPMENT, INC

## Parent Involvement Coordinator

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Supervisor: Family Services/ERSEA Manager

Classification: Non Exempt

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### **Mission**

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

### **Position Summary**

The Parent Involvement Coordinator is responsible for the coordination of the Head Start Policy Council, coordination of parent involvement activities, and support of the Family Services Department

### **Essential Duties and Responsibilities**

- Coordinate and attend Policy Council meetings and associated activities.
- Assist Executive Director in planning the Policy Council Agenda and agency newsletter.
- Provide parent involvement training as needed for staff, parents and/or Policy Council Officers.
- Maintain up to date record of Policy Council representatives to ensure appropriate Policy Council representation according to Head Start Performance Standards.
- Facilitate communication as needed for the Family Services Department between parents, Policy Council members and the program.
- Attend Family Services Department meetings and other meetings as assigned.
- Participate in community collaboration and events as needed for the Family Services Department.
- Approve and track all parent involvement reimbursements.
- Assist in tracking, monitoring, and reporting as needed for the Family Services Department.
- Assist in planning and preparing special events or other department activities.
- On-going professional development through education, role modeling, mentoring, and training.

### **Maintain Professional and Ethical Standards**

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct

### **Qualifications**

#### **Knowledge and Skills**

- Ability to read, analyze and interpret policies, procedures, rules and regulations
- Ability to effectively communicate with staff and parents
- Ability to work as a positive team member
- Knowledge of various software programs such as MS Word, Excel, ChildPlus, etc.
- Ability to use basic math skills to interpret reports and data.

**Education**

*Minimum:*

AA degree in relevant field.

*Desired:*

BA degree in relevant field.

**Training and Experience**

*Minimum*

Two years related experience.

*Desired*

Four years related experience.

**Physical Demands**

The physical demands described here 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 functions. While performing the duties of this job the employee is regularly required to sit, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms and talk or hear. The employee occasionally is required to stand; walk climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and or move up to 20 pounds. The employee must lift and or move up to 40 pounds and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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**ACKNOWLEDGEMENTS:**

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

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Employee (Print)

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisors Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisors Title