

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

PRE-KINDERGARTEN FAMILY SERVICES COORDINATOR

QUALIFICATIONS:

- (1) Bachelor's Degree in social work or related field from an accredited institution.
- (2) Minimum of three (3) years successful experience in social work or related field.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child growth and development. Knowledge of federal and state laws and District policies relating to pre-kindergarten. Ability to organize and conduct meetings to provide conflict resolutions and to plan and disseminate information. Ability to communicate effectively both orally and in writing. Ability to maintain confidentiality. Ability to work cooperatively with school personnel, community and other departments and agencies. Ability to maintain sensitivity to multicultural issues. Ability to counsel and assist students, parents and school personnel in the resolution of student problems that relate to participation in pre-kindergarten programs.

REPORTS TO:

Pre-Kindergarten Program Coordinator

JOB GOAL To provide quality family services to children and families within prescribed guidelines as part of an effective pre-kindergarten program.

SUPERVISES:

Assigned Support Personnel

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

PRE-KINDERGARTEN FAMILY SERVICES COORDINATOR (Continued)**PERFORMANCE RESPONSIBILITIES:****Planning / Preparation**

- * (1) Participate in planning and developing programs and social services to students and families.
- * (2) Establish short- and long-range plans based on pre-kindergarten student needs, District, state and federal requirements.
- * (3) Plan intervention strategies that are clearly related to identified needs.
- * (4) Provide and follow schedule for assigned schools and inform appropriate people of departures from the schedule.

Administrative / Management

- * (5) Maintain accurate and current file of community agencies and contact persons.
- * (6) Demonstrate organizational skills, establish priorities and plan for contingencies.
- * (7) Develop and maintain a directory of service agencies and specific contracts available to pre-kindergarten students and their families.
- * (8) Prepare and maintain records and referrals.
- * (9) Interpret educational policies, programs and procedures related to pre-kindergarten social services.
- * (10) Coordinate transference of student records from the pre-kindergarten program to individual schools.

Assessment / Evaluation

- * (11) Use appropriate evaluation instruments, convey results and recommend interventions.
- * (12) Conduct interviews with students and parents in school and home settings.
- * (13) Gather data from a variety of sources; i.e., students, parents, school personnel, doctors, therapists, law enforcement and community.
- * (14) Recognize overt indicators of distress or abuse and take appropriate intervention, referral or reporting action.
- * (15) Access student records on a need-to-know basis and protect their confidentiality.
- * (16) Assist in early identification of pre-kindergarten students' school-related problems.

Intervention / Direct Services

- * (17) Identify and provide appropriate social and health services for pre-kindergarten children and families.
- * (18) Monitor pre-kindergarten student attendance on a weekly / monthly basis, reporting and coordinating follow-up as needed.
- * (19) Work with parents and schools to resolve conflicts.
- * (20) Accompany parents to service agencies when appropriate.

Collaboration

- * (21) Collaborate with parents and other staff in the implementation of pre-kindergarten programs and services for students.
- * (22) Apply knowledge of effective consultation procedures in working with parents, students and others.
- * (23) Work with existing interagency community service group to identify service gaps and to collaboratively facilitate maximum delivery and impact.
- * (24) Coordinate home visits with appropriate staff.
- * (25) Collaborate with other pre-kindergarten personnel as scheduled.

Staff Development

- * (26) Initiate and participate in inservice training and research relevant to position.
- * (27) Demonstrate professional growth and continuous improvement of professional knowledge and skills.
- * (28) Inform school personnel how social services may be used in planning and evaluating pre-kindergarten programs for students and procedures for referrals or assistance.

PRE-KINDERGARTEN FAMILY SERVICES COORDINATOR (Continued)**Professional Responsibilities**

- *(29) Establish and maintain continuous professional relationships with community and social agencies.
- *(30) Serve on panels, committees or boards of community agencies.
- *(31) Keep appointments and follow up on commitments.
- *(32) Maintain effective interpersonal relationships and communication with students, parents and staff.
- *(33) Submit accurate reports in a timely manner and maintain all appropriate records.
- *(34) Keep abreast of latest research relating to pre-kindergarten student needs.
- (35) Perform other duties as assigned.

Student Growth / Achievement

- *(36) Conduct social services program in a manner which ensures that student growth / achievement is continuous and appropriate for age group and / or student program classification. Indicators may include: case history and follow-up reports, criterion and norm-referenced standardized tests, professional team interaction and analysis reports, documented parent interaction, student discipline records and others as deemed appropriate by the District and / or required by adopted pre-kindergarten curriculum standards.

*Essential Performance Responsibilities