

# Southern Illinois University Carbondale

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### Job Details

**Title:**

CO - Instructor (FCP Coordinator)

**Position ID#:**

C.FA.2518.000

**Req #:**

K1810200

**Job Category:**

Faculty

**Department:**

Headstart Agency-SIUC

**College:**

Office Of The Chancellor-SIUC

**Months of Appointment:**

12

**Position Summary:**

The Family and Community Partnership Coordinator is accountable to the Head Start Director to ensure the program's compliance with Head Start Performance Standards in the areas of Family and Community Partnerships Services and Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA). This is a term, non-tenure-track faculty position. Responsibilities include assisting the Head Start Director, supervising staff assigned to the service area, and, when appropriate, assist center directors and Head Start center staff develop, formulate, monitor, coordinate, and implement policies, activities and programs necessary to meet the Head Start program service area requirements. Major areas of responsibilities are planning, development and implementation of operational procedures for the service area, analysis of trends in the field, enrollment management, family assessments and partnership agreements, family literacy, male/fatherhood involvement, community assessment and linkages, supervision of staff, team leadership and parent and staff development.

**Duties and Responsibilities:**

1. Oversight
  - a. Develop and prepare an annual comprehensive written plan for Family and Community Partnerships for all program options.
  - b. Conduct regular analysis of services and prepare written reports to evaluate outcomes and to develop goals and objectives to

enhance services in the area of Family and Community Partnerships.

- c. Develop and implement procedures for compliance with HHS Standards Part 1305—Eligibility, Recruitment, Selection, Enrollment and Attendance in Head Start: ensure program maintains funded enrollment; generate required reports per schedule; and maintain up-to-date files.
  - d. Develop and implement procedures regarding children’s unexcused absences according to HHS guidelines.
  - e. Establish procedures for providing or referring for appropriate social or mental health services to Head Start families.
  - f. Ensure compliance with all local, state and federal regulations for parent involvement activities.
  - g. Supervises and assigns work to the Family/Community Services staff.
2. Training
- a. Assist with the planning and delivery of pre-service/in-service training for staff and parents, under a program jointly developed with all program areas.
  - b. Provide orientation to new Family/Community Service Workers (FCSWs) and ongoing training and support to family services staff.
  - c. Ensure that parent meetings are held and parent committee officers, policy council representatives and health advisory committee representatives are elected each September and as vacancies occur and ensure parliamentary procedure training is provided.
  - d. Provide assistance to the program director in ensuring Policy Council representatives receive training and support.
3. Monitor
- a. Ensure that Community Worker Caseloads are within recommended guidelines.
  - b. Ensure that parent and community volunteers are recruited, trained and scheduled.
  - c. Monitor usage of parent activity and provide guidance to parent committees in the appropriate use of funds.
  - d. Verify that all families have completed the family assessment.
  - e. Perform reviews of child files to ensure that they are complete and students are eligible under ERSEA requirements.
4. Collaboration
- a. Develop and strengthen family and community partnerships in accordance with Head Start Performance Standards 1304-40 and 1304.41.
  - b. Ensure close cooperation with existing community resources including coordination, cooperation, and information sharing with community agencies and preparation and development of a Community Resource Guide.
  - c. Organize, plan and coordinate parent training activities and workshops including annual parent conference, adult learning activities, i.e., GED, ESL, ABE, and Parent Orientation etc., by using staff and community resources.
5. Paperwork
- a. Assist Head Start Director develop and conduct a Community Assessment every three years and updating it in each of the two

- intervening years.
- b. Develop and prepare an annual comprehensive written plan for parent involvement for center based and co-location program options in conjunction with applicable Head Start staff.
  - c. Prepare annual update of Parent Handbook and ensure appropriate parent information is provided to families.
  - d. Complete annual staff evaluations.
  - e. Prepare and submit requests for supplies, equipment, and training materials needed for the program service areas to Head Start Director following established procedures.

**ADDITIONAL DUTIES:**

1. Participate in screening and interviewing of applicants.
2. Assist with the preparation of the grant narrative annually.
3. Assist with preparation of program information report annually.
4. Responsible for generating in-kind, i.e., new ideas, innovations, donations.
5. Assist with the development of forms, procedures, and reports, i.e., newsletter articles, quarterly reports, monthly service area report and Head Start conference/training reports.
6. Prepare administrative and program documents related to recruitment, attendance and the family/community services such as staff, parent handbook, and other documents required.
7. Other duties as assigned by Director.

**Minimum Qualifications:**

- Master's degree in social work or related human services field required.
- Background and knowledge, experience and familiarity with Head Start program required.

*This is a security-sensitive position. Before any offer of employment is made, the University will conduct a pre-employment background investigation, which includes a criminal background check.*

**Preferred Qualifications:**

Individuals with demonstrated professional training and background the area of social service, community and family assessments, report writing, plan development and administrative experience preferred.

**General Information -**

**College/Department:**

Head Start

**Required Documents:**

Cover Letter, Resume/CV, Transcripts

**Security/Safety Sensitive:**

Security sensitive (subject to pre-employment criminal background investigation)

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## CONTACT SIU

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