## Assistant Director of Family and Community Engagement

### Position Description

**East Central Illinois Community Action Agency**

### Assistant Director of Family and Community Engagement

**Job Title:** Assistant Director of Family and Community Engagement  
**FLSA Status:** Salary Exempt  
**Pay Grade:** 5  
**Pay Range:** $41,946.50 - $62,919.75 / year  
**Reports To:** Associate Director of Education  
**Latest Revision:** July 2020

### Essential Functions:

1. Monitor the delivery of Birth to Three and Birth To Five classrooms, and Family Advocate services by tracking, reviewing, observing, and participating in the following: lesson plans, file review, bi-monthly management meetings, staff/parent meetings, committee meetings, monthly reports, checklists, observations, Child Plus reports, classroom/home base monthly reports, Family Action notes, Incident reports, children’s applications, Teaching Strategies Gold, and Work Sampling online.

2. Supervise center-based teams by making regular classroom visits to observe teacher activities and the classroom environment, and to assist teachers with carrying out lesson plans and individualized services for children.

3. Supervise center-based teams - to include holding regular, scheduled staff meetings, and ensure minutes are duly recorded and forwarded to supervisor.

4. Work cooperatively with the Associate Director of Education/Head Start Director on all early childhood family engagement operations of the Agency to ensure required standards and contractual obligations are met or exceeded. Find strategies and additional resources to support staff and programs in boosting their family engagement and school readiness practices.

5. Monitor through Child Plus all aspects of Eligibility, Enrollment, Attendance, Recruitment and Selection (ERSEA).
   - a. Monitor through Child Plus to ensure all service documentation and reporting is completed accurately, and submitted in a timely manner.
   - b. Monitor through Child Plus weekly and monthly attendance rates. Provide guidance on how to increase attendance at centers.

6. Work cooperatively with the other supervisors, coordinators and other staff to ensure full enrollment, the achievement of all screening and health services interventions, parent involvement and inclusion in program activities, and all other matters affecting both units of the Agency.

### Primary Purpose:

Supervise staff from assigned Head Start Centers to ensure delivery of high quality, intensive, comprehensive academic services and the establishment of strong partnerships with families and community partners to enhance and prepare children’s school readiness and healthy development.

### Required Knowledge, Skills and Abilities:

1. Requires a Bachelor’s Degree in Early Childhood Education, or a related field. Master’s degree preferred.

2. Site Supervisor qualified by DCFS standards.

3. Requires three years of management experience within an early childhood program, with staff supervision responsibility, or commensurate experience.

4. Must be Family & Community Development Specialist certified, or willing to obtain such certification within one year of employment.

5. Requires knowledge of Head Start program performance standards.

6. Requires knowledge of personal computers, word processing, and spreadsheet software.

7. Requires effective interpersonal and leadership skills to provide leadership to staff, and to relate to children, parents, and community partners.

8. Requires the ability to travel overnight or longer to meetings, training, or work sites as required.

9. Must pass all criminal background clearances.

10. Ability to speak Spanish desired.

### Mission Statement:

To provide information, training, education, and other services that engage and empower families and communities to become self-sufficient.
### Marginal Functions:

1. Embrace the confidentiality policy of the Agency by protecting the dignity of customers and not divulging information about children, families, other employees of the Agency to anyone other than the persons who are authorized to receive such information.

2. Accurately complete and submit all required forms and reports in a timely manner.

3. Monitor customer service to ensure a high degree of professionalism is maintained and exhibited.

4. Embrace and implement the Agency’s Participatory Management Policy by taking an active role in service delivery and problem solving with staff.

5. Conduct annual formal written assessments of staff performance.

6. Assure rules and guidelines agreed to with funding are followed in day-to-day operations.

7. Provide training, direction, and support to staff as required.

8. Assist with the development and implementation of Professional Development plans for all staff.

9. Actively participate in carrying out the mission and vision of the agency by participating in trainings and staff meetings.

10. Performing other duties as may be assigned.

### Desired Outcomes:

1. The Agency’s mission and vision will be fully supported and furthered by all leadership staff.

2. Staff will be supervised according to the Participatory Management Policy, and through the ongoing promotion of teamwork.

3. Customers and their families will be treated courteously and will be able to access Agency services at times and locations which best meet their needs.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>East Central Illinois Community Action Agency</td>
<td>Assistant Director of Family and Community Engagement</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Customers will have a responsive, helpful system in place to help them problem solve family issues, and will be assisted in accessing services in the Agency and community.</td>
</tr>
<tr>
<td>5.</td>
<td>All children will receive a full range of needed health, dental, nutrition, mental health and other health related treatments and preventive interventions.</td>
</tr>
<tr>
<td>6.</td>
<td>Early childhood education classrooms will follow written curricula and lesson plans which maximize childhood development and individualize services for children.</td>
</tr>
<tr>
<td>7.</td>
<td>The Agency will implement strategies to encourage a high level of parent involvement in the lives of their children.</td>
</tr>
<tr>
<td>8.</td>
<td>High-quality, teaching practices that provide learning goals and activities in key areas of children's development that reflect support school readiness goals and improved C.L.A.S.S. Scores.</td>
</tr>
<tr>
<td>9.</td>
<td>Ongoing assessment of the curriculum and instruction will help children to achieve school readiness and individual learning goals.</td>
</tr>
<tr>
<td>10.</td>
<td>On-going progress monitoring to assess, inform, instruct and improve outcomes and learning.</td>
</tr>
<tr>
<td>11.</td>
<td>Effective instruction in a classroom while providing the continuous individualized and group teaching and learning opportunities for all.</td>
</tr>
</tbody>
</table>

This position description is intended as a guideline and is not intended to be all inclusive or exact, or construed as an expressed or implied contract. Changing business needs require revisions to job specifications and ECICAA reserves the right to change or modify position requirements at any time.

I have read, understand and have received a copy of the job description for my position.

______________________________  __________________________
Employee Signature                Date