



## How to apply for a position with Preschool Programs

### Head Start Family Services Parent Outreach Facilitator (POF)

This is a Para-educator Non-instructional position.
<p><b>Education:</b> Required:</p> <ul style="list-style-type: none"> <li>• Must have Associate’s Degree, 60 college semester hours with focus of Social Services or related field</li> </ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum of 2 years’ experience working with parents and students of diverse socio-economic backgrounds</li> <li>• Ability to understand written and oral instructions, to speak and write coherently, to keep records and create reports, and to work cooperatively and professionally with other school personnel, parents, students and other social agencies</li> </ul>
<p><b>Essential Functions of this Job:</b></p> <ul style="list-style-type: none"> <li>• Provides support to and advocate for Head Start families through home visits to approximately 54 families</li> <li>• Plan, implement and organize Head Start parent engagement activities</li> <li>• Follow-up on referrals to Health/Mental Health/Dental Health for Head Start children/families</li> <li>• Recruit and post demographic information for potential Head Start families</li> </ul>

### Steps to apply for a POF position: (both steps are required)

1. Complete Polk County Schools Quality Counts Online Applicant Registration (RHS) located at: <http://www.polk-fl.net/employment/onlineapplication.htm>

*In addition to step 1, current employees must complete the PCS Transfer Request Form available online <http://www.polk-fl.net/employment/>.*

2. Using the RHS system, apply for each specific *Non-Instructional* position. View at: <http://www.polk-fl.net/employment/noninstructional.asp> (Scroll down the page to view Para-Educator position vacancies.)