

## PARAEDUCATOR FAMILY SERVICES ADVOCATE – HEAD START

Supervisor: Social Worker, Preschool Programs – Head Start

### MAJOR FUNCTION

The Family Services Advocate – Head Start will function under the supervision of the Social Worker, Preschool Programs – Head Start. The Family Services Advocate will provide resource and referral services to support the child and his/her family.

### ILLUSTRATIVE AND SPECIFIC DUTIES

Plays a lead role in planning, implementing and organizing parent involvement activities. Is responsible for assisting in the preparation of lesson plans and the implementation of all family involvement activities. Provide family referrals to community-based organizations when necessary. Take part in staff development activities. Complies with program rules for home visits and family contacts. Offer monthly parent involvement opportunities to encourage nurturing skills and to strengthen home-school relationships. Serve as the liaison between district-based personnel and preschool parents during the transition to kindergarten. Performs related work as required.

### MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Knowledge of developmentally appropriate practices in early childhood education. Knowledge of appropriate strategies for observation and assessment of young children. Demonstrate ability to relate well with people of varied socioeconomic and educational backgrounds. Excellent communications skills. Well organized. Ability to model appropriate behaviors within a variety of settings. Able to provide own transportation with reimbursement according to School Board policies.

Training and Experience: Graduation from an accredited High School or a general equivalency diploma (GED) is required. Actual work experience should be in nursery school teaching, child care, Head Start, or other preschool program, kindergarten, or other relevant experience, preferably with preschool economically disadvantaged children and their families.

Physical Requirements: Medium work exerting up to 50 pounds of force occasionally and/or 20 pounds of force frequently and/or 10 pounds of force as needed to move objects.

#### Classification:

Salary Grade:	PA03A- 8	Local Code: 9961
Contract Period:	247 days, 8 hours/day	State Code: 55051
Funding Source:	Grant	EE05 #048
Board Approved:	3/18/08	State Title: Paraprof, PK
Date Revised:	8/12/08	