

GRANITE FALLS SCHOOL DISTRICT
POSITION DESCRIPTION

ECEAP Program Manager/Family Services
Contingent upon ECEAP Grant Funding

GENERAL SUMMARY

The program manager/family services coordinator is responsible for recruiting and enrolling ECEAP eligible families, providing a social service support system, supervising the coordination of health services, and providing assistance to the early childhood educators. The coordinator will assist the administrator(s) in coordinating and supervision ECEAP program. Maintains flexible hours to provide services when parents are available.

ESSENTIAL FUNCTIONS

1. Supervise recruitment and enrollment of eligible families of preschool-age children.
2. Use technology to assist in organizing and maintaining detailed student and family records in accordance with state and district regulations.
3. Assist in development of instructional materials; instruct small groups; observe behavior and control student actions.
4. Coordinate required health screenings within 90 days of the child's enrollment.
5. Coordinate a parent support system including the development of a Family Needs Assessment Tool; maintain effective communication with parents; conduct home visits and parent-teacher conferences.
6. Support family involvement in program; participate in annual family evening activities.
7. Facilitate family access to appropriate social service agencies; maintain interagency collaboration.
8. Facilitate group meetings and/or family activities for parents organize on site Parent Advisory Council; may supervise evening events.
9. Work with staff and families cooperatively and with acceptance and respect for cultural, socio-economic, and educational diversity.
10. Coordinate the distribution of monthly newsletters, flyers, brochures, etc.
11. Coordinate data collection for longitudinal study.
12. Attend and participate in staff meetings; attend staff training as required; continue to increase professional knowledge, skills, and competencies in job-related areas by participating in recommended training programs, workshops, conferences, and other opportunities for professional growth.
13. Demonstrate professional behavior and conduct; maintain confidentiality of program, staff and client information.
14. Collaborate with director in writing grant and budget.
15. Serve as effective member of the ECEAP team; performs related duties consistent with the scope and intent of the position.

WORKING RELATIONSHIPS

Reports to building principal and Executive Director of CTE and Special Programs; works with ECEAP staff, students, parents, and interagency representatives.

GRANITE FALLS SCHOOL DISTRICT
POSITION DESCRIPTION

MINIMUM QUALIFICATIONS

Education and Experience

ECEAP Family Support / Program Manager must meet one of the following:

- An associates or higher degree; and
- Within five years from date of hire: the equivalent of 30 college quarter credits of adult education, human development, human services, family support, social work, early childhood education, child development, psychology, or another field directly related to job responsibilities. These 30 credits may be included in the degree or in addition to the degree; or
- A DEL – approved credential from a comprehensive and competency based Family/Social Service training program that increases knowledge and skills in providing direct services to families.

Licenses/Special Requirements

Department of Early Learning MERIT Account; Satisfactory DEL Portable Background Check (fingerprinting required); proof of ability to work in the United States; Valid Washington State driver's license; Infant /Child CPR & first aid cards; Negative Mantoux TB test and Washington State Department of Health food worker card..

Complete training on: Right Response – de-escalation; disaster plans and emergency procedures; universal precautions for prevention of transmission of blood borne pathogens; preventing, identifying and reporting child abuse and neglect.

Requires excellent record of attendance to maintain continuity in student support programs