



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Early Childhood Family Mentor (prenatal to 3Y)** FLSA Status: **Non-Exempt**
 Job Family: **Program Specialists** Pay Range: **PS15H**
 Prepared/Revised Date: **May 18, 2018** Job Code: **40504**

SUMMARY: Responsible for providing child development, health, social services and parent involvement opportunities to families, prenatal to three years old. Serve as a liaison between families, classroom staff and the community to promote improved school achievement of the early childhood students enrolled in the Head Start program. Promote overall parent involvement with home visits, socialization and referrals to community and partnering agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* **Frequency of duties, percent of time and work year may vary based on department or building assignment.**

Description of Job Tasks (limit of 13 of the most important tasks)	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Schedule, plan, and conduct individualized home visits for families enrolled in the PSD Early Head Start Program. Record objective observations to track child development and assess progress using multiple assessment tools. If needed, refer child for additional developmental support services.	D	10%
2. Collaborate with parents to plan individual child development activities to support parent/child relationship.	D	10%
3. Provide families with research-based, relevant parenting education and support family in establishing and setting goals in preparation for school readiness. Encourage and support family literacy development for school readiness.	D	10%
4. Create a safe environment and use a strength-based framework to support family in establishing and setting goals in preparation for school readiness. Provide culturally-sensitive materials and adapt curriculum activities to meet the needs of the families.	D	10%
5. Collect, keep, analyze and update all required records in ChildPlus and Gold databases; meet all deadlines for program updates so the program PIR can be monitored ongoing. Use Gold data to inform planning. Ensure all reports are developed and submitted in a timely manner.	D	10%
6. Motivate and recruit families to participate in Policy council meetings, site-based parent meetings, Early Head Start and program-wide PACT (Parents and Children Together) events, and volunteer in classrooms and childcare sites to promote child development.	D	10%
7. Plan transition activities, collaborate with the EC enrollment department to complete and deliver transition paperwork. Guide families entering another program option.	D	5%
8. Encourage self-sufficiency by supporting use of community resources. Gather new resources as necessary.	D	5%
9. Coordinate with health staff to provide for the health needs of children and families to comply with the program regulations.	D	5%
10. Attend work and arrive in a timely manner.	D	1%
11. Participate in meetings, trainings, and reflective supervision as required to continue professional growth.	W	5%
12. Collaborate with partnering child care program staff to share individualized family plans in accordance with Head Start standards.	M	10%



13. Assist Parent Education Specialist in planning, implementing, and recordkeeping of PACT, parent education, and male involvement events.	M	5%
14. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in Early Childhood, Human Development and Family Studies, Education, or related field required
- One to two years of related experience required
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver’s license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service skills
- Bilingual oral and written communication skills preferred
- Ability to effectively communicate to staff, students, families and community members utilizing cross-cultural and language skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to follow Head Start Performance Standards
- Knowledge of community agencies
- Skills in observing and assessing strength and needs of children
- Ability to create an atmosphere conducive to fostering parents as their child’s first teacher
- Ability to work collaboratively with parents, support services personnel, community volunteers, and community agencies
- Ability to communicate effectively with parents, staff and community partners
- Knowledge of Early Childhood Development, District and Community agencies and resources
- Maintain good client agency relations
- Knowledge of the ERSEA (Eligibility, Recruitment, Selection, Enrollment and Attendance) processes and procedures
- Knowledge of community services and resources
- Sensitivity towards the needs of diverse and high needs families
- Ability to support adult education learners
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, Office of Head Start standards and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator



MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate		X		
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	