



## ECEAP FAMILY SUPPORT

Classification: Classroom Specialist

Location: Assigned Department

Reports to: District Administrator or School Principal

FLSA Status: Non-Exempt

Employee Group: EAP

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the position change.

### **Part I: Position Summary**

This position is responsible for outreach and direct support services to families for the Early Childhood Education and Assistance Program (ECEAP).

### **Part II: Supervision and Controls over the Work**

ECEAP Family Support works under the supervision of a school administrator. Work is controlled and/or guided by school and district policies and procedures, and directions and expectations as established by the administrator(s). Operates with considerable flexibility and discretion in assessing student and family needs and providing or suggesting services and interventions.

### **Part III: Major Duties and Responsibilities**

1. Provides outreach and recruitment services to prospective students, families and the community to explain program requirements and benefits.
2. Verifies and determines family eligibility for services based on program requirements.
3. Conducts home visits with enrolled families to build relationships, provide parent education, and support family stability through goal-setting and resource referral.
4. Coordinates health screenings and follows-up to assure screening requirements are met and student health needs are addressed.
5. Collaborates with ECEAP instructors to jointly support students and families through parent education, home activities, and volunteer opportunities.

6. Plans and implements monthly parent meetings and family activities. Develops program materials including newsletters, flyers, and brochures.
7. Arranges, and attends meetings at various school, home, and community locations, traveling within the district and larger metropolitan community using own private transportation arrangements.
8. Establishes and maintains confidential records of interactions with students and families. Maintains a variety of records, files, reports and other documentation of program services to ensure program compliance.
9. Maintains on-going program evaluation to determine effectiveness of the program and make needed adjustments.

Performs other duties as assigned.

#### **Part IV: Minimum Qualifications**

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. High School diploma or equivalent.
3. Successful completion of an associate's degree or two years (72 credits) of post-high school education in related areas of study. The education requirement may be substituted by successfully passing the ParaPro Assessment.
4. Required to be certified or to become certified in first aid, CPR, and/or operation of defibrillators.
5. Skill in the use office and computer equipment and use standard office software and student information system software.
6. Knowledge of student discipline procedures.
7. Ability to work in an environment with frequent interruptions and changing tasks and priorities.
8. Ability to assist, console, and manage students who may be emotional, distraught, or frustrated. Ability to conduct conflict resolution between students.
9. Ability to remain professional, calm, focused and in control when working with students, parents, guardians, and community members who may be difficult and challenging to engage.

10. Ability to follow written and verbal direction and take the initiative to seek clarity and take action when needed.
11. Ability to protect the confidentiality of student information consistent with FERPA requirements and good judgment.
12. Ability to work collaboratively and effectively with staff, students, parents, volunteers, and community members.
13. Ability to communicate effectively verbally and in writing.

**Part V: Desired Qualifications**

1. Bachelor's degree.
2. Bilingual skills in a common language to the district and community.
3. Two years of experience that demonstrates the ability to work successfully with children in a learning environment.

**Part VI: Physical and Environmental Requirements of the Position**

The physical demands and work environment described here 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.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform work at a computer display terminal.

The employee must lift and/or move 25 to 50 pounds, and may assist or move students with greater weight when required to intervene in student safety issues.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties.

May be required to transport students and/or parents in personal vehicle subject to all policies and procedures of the district.