

**FLINT COMMUNITY SCHOOLS  
AN EQUAL OPPORTUNITY EMPLOYER**

**Posting Dates: October 22-November 4, 2009**

**TITLE: Early Head Start Parent Educator/Team Leader**

An online application, which can be accessed from our website ([www.flintschools.org](http://www.flintschools.org)), is required for all positions. In addition, for all administrative, professional, technical and executive secretarial level positions, applicants must submit a signed letter of application, up-to-date resume', copy of transcripts, and three signed professional letters of recommendation. All letters cannot be older than 18 months. These documents must be scanned and uploaded through the online application process.

Current employees should follow bidding or transfer procedures as set forth within their master contracts, if applicable.

**SPECIAL NOTICE:**

*Your application is not complete until all documents are signed and submitted. Incomplete applications will not be considered for employment.*

**QUALIFICATIONS:**

Education: Bachelor's Degree in Early Childhood Education or related field.

Experience: At least three years experience working with families and children, preferably very young children with home visit experience.

**Other Requirements:**

Newly hired employees must satisfactorily pass: 1) physical examination by a medical doctor; 2) police clearance; 3) reference check, including digital fingerprinting; and 4) 5-panel drug test. Must comply with Student Safety Initiative Legislation, as amended.

To perform this job successfully an individual must be able to perform each essential function satisfactorily. The essential functions listed 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.

**REPORTS TO:** Director, Early Childhood Programs

**TERMS OF EMPLOYMENT:** Grade 11, Technical Basic Salary Schedule, 225 Days, 40 Hours/Week; beginning salary: \$760.00/week.  
(Position dependent on grant funding.)

**ESSENTIAL FUNCTIONS:**

Coordinates the planning, set up and implementation of bi-weekly socializations, family days, field trips, and parent workshops in cooperation with the rest of the Early Head Start staff.

**TITLE: Early Head Start Parent Educator/Team Leader**

**Essential Functions continued:**

Takes responsibility for collecting, tracking and reporting data required for monthly Early Head Start reports; monitors required data and documentation for all Early Head Start families and activities.

Sets up the Early Head Start annual calendar which includes socializations, special events, team meetings and trainings; provides leadership in implementation of planned activities over the program year.

Serves as the point person for coordinating recruitment and enrollment activities necessary to maintain full enrollment throughout the year.

Assists in providing leadership in the Early Head Start program including, problem solving and coordination in daily operations and activities.

Conducts a 1-1/2 hour weekly visit to homes of assigned families to provide early childhood education, parent education and support to parents.

Implements a planned curriculum with families, (Parents as Teachers/Partners for a Healthy Baby/Creative Curriculum).

Completes documentation of home visits, socializations, contact logs, and support services as required, in a timely and accurate manner.

Completes a family assessment using the Family Information/Interest Survey (FIIS) to determine family concerns, strengths, goals and needs.

Conducts screening and ongoing assessment of assigned children.

Implements a Family Partnership Agreement with all assigned families to help families meet established goals.

Assists in scheduling, obtaining and documenting health screenings, physicals and immunizations for Early Head Start children.

Prepares and distributes informational materials to families to support the goals of the program and meet family needs or concerns for growth.

Collaborates with Head Start and Early Head Start Staff as needed to develop and implement appropriate activities, transition plans and services to families.

Allows for flexibility in work schedule in order to participate in meetings, home visits or socializations beyond the regular workday.

Attends meetings and trainings as requested.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

**PHYSICAL DEMANDS FOR POSITION:**

Medium Work (See U.S. Department of Labor Guidelines)

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**EVALUATION:**

Performance of this position will be evaluated annually in accordance with provisions of the Board's policy for Technical Salary Schedule personnel.

Rev. HR/LA/dmh/10/09

**Statement of Assurance of Compliance with Federal Laws**

It is the policy of the Flint Community Schools not to discriminate on the basis of color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs • 923 E. Kearsley St.,  
Flint, Michigan 48503-1974 • (810) 760-1124.

**Translation services are available upon request, please call 760-6770**

خدمات ترجمة متوفرة تحت الطلب، الرجاء أن تتصلوا على رقم الهاتف 760 - 6770

**Ponemos a sus órdenes el servicio de traducción. Las personas  
interesadas, favor de llamarnos al 760-6770**

設有翻譯服務，祇要提出要求，請電760-6770。