

JOB TITLE: FAMILY AND COMMUNITY ENGAGEMENT MANAGER
Work Site: Family and Community Engagement (FCE)
Working Hours: 8:30 a.m. - 5:00 p.m. Monday - Friday
Weeks Worked: 52
Salary Range:

SUPERVISORY CONTROL:

Under the supervision of the Head Start Director, this position is responsible for coordinating the goals and objectives of the Family and Community Engagement Unit in accordance with the goals of the program and the guidelines of the agency.

SPECIFIC DUTIES:

1. Guides the planning and implementation of services in the Family and Community Partnership Unit in accordance with the Performance Standards and assessed needs of the families and communities that we serve.
2. Provides direct supervision to the specialists in the unit.
3. Evaluates the job performance of staff in the unit.
4. Meets regularly with unit staff to plan, develop and evaluate services.
5. Provides training and technical assistance for staff.
6. Coordinates the activities of the Family and Community Partnerships unit with other units.
7. Meets with community organizations to coordinate/advocate for resources for program participants.
8. Implements and maintains an effective record keeping system.
9. Meets with other unit manager to coordinate service delivery.
10. Ensures that required PIR data is accurate and timely.
11. Develops formal and informal networks with community resources, organizations and local officials.
12. Coordinates the involvement of parents in the community planning process.
13. Coordinates the recruitment, enrollment and selection process.
14. Ensures that supplies and equipment are available for unit staff.
15. Approves leave requests for unit staff.
16. Recommend approval of conferences workshops and other training sessions for unit staff.
17. Reviews and approves the time and attendance of unit staff.
18. Participates in the interview and selection process of unit staff.

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19. Monitors the job performance of unit staff on a regular basis.
20. Conducts annual evaluation of unit staff.
21. Participates in professional development opportunities.
22. Conducts regular staff meetings.
23. Approves requests for purchases.
24. Recruits eligible children.
25. Submits unit budget with Specialists.
26. Supervises the development of a Parent Resource Booklet.
27. Ensures the implementation of a system to determine family needs, referrals and follow-ups.
28. Ensures that a system for reporting suspected child abuse/neglect is implemented.
29. Conducts Community Needs Assessment.
30. Ensures that training and technical assistance is provided for parents.
31. Assist in the classroom whenever it is deemed necessary.
32. Perform other duties as assigned.

SUPERVISORY CONTROL

The Partnerships Manager is directly responsible to the Head Start Director.

The Head Start Director is responsible for evaluating the Partnerships Manager on an annual basis.

OTHER SIGNIFICANT FACTS:

1. Must have valid driver's license.
2. Must have a means of transportation.
3. Must have a current health card and annual physical.
4. Must obtain MVR within 15 days from the beginning of the school year or within 15 days of employment.
5. Must be able to lift at least 50 pounds or more.

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6. Must be able to travel out of town and at night.
7. Ability to communicate effectively, orally and in writing.
8. Must have basic knowledge of community and resources.

QUALIFICATIONS:

1. Minimal education requirement: Bachelor's degree in Social work.
2. Must have a minimum of three years experience in a supervisory/management capacity.
3. Must have computer experience that will facilitate ready use of our software.