

## Position Description

Title:	Family Engagement Specialist	Supervisor:	HS/EHS Director
Department:	Children & Family Services	Classification:	Full Time

**A. Job Description:**

Implements family engagement and community partnership services to ensure that families receive the support and services prescribed in the Head Start Program Performance Standards (HSPS) including assisting in the recruitment, selection and enrollment of children and families and implementing family partnership services for SHORE UP! Inc. Head Start/Early Head Start families. The family engagement specialist is expected to:

- i. Participate in staff meetings, attend conferences, training/workshops, and meet education standards as required.
- ii. Demonstrate familiarity with SHORE UP! Inc. (SUI) policies and procedures, SUI Head Start/Early Head Start policies, plans and procedures, Head Start Performance Standards (HSPS), and the SUI agency mission and vision.
- iii. Maintain congenial and respectful relations with staff, children, families and community.
- iv. Meet federal, state, and program documentation requirements by maintaining accurate, objective, complete, timely, and well-organized children and family records
- v. Maintain confidentiality in regard to all child, family and staff information and records.
- vi. Maintain professional standards and professional courtesy policies
- vii. Actively participate in professional development opportunities and ongoing self-improvement
- viii. Fulfill role as mandated reporter as stated in the SUI Early Head Start/Head Start Child Abuse and Neglect Policy.
- ix. Be present at work in order to provide consistency of services
- x. Be a contributory team member in a positive and productive manner
- xi. Flexibility to accommodate changes in job responsibilities due to changing program demands as requested by your supervisor
- xii. Demonstrate commitment to SUI Early Head Start/Head Start mission, values and policies in the performance of daily job duties
- xiii. Commit and contribute to ongoing program quality improvement through your role as it relates to the following program-wide systems: Program Governance, Planning, Communication, Record-Keeping and Reporting, Ongoing Monitoring, Self-Assessment, Human Resources and Fiscal Management.
- xiv. Embrace advancing technology to improve job performance and productivity

- xv. Commit to reflective supervision as a cornerstone of program and staff development
- xvi. Enhance parents' (mother, father and/or legal guardian) awareness of, and engagement in, their role as the first and most important teachers of their children
- xvii. To encourage parent participation, the FES will distribute necessary SUI program information (including but not limited to program flyers, parent training plans, school calendar, upcoming parent & Policy Council meetings) to all families
- xviii. Follow all written procedures, plans and guidance from supervisor and program specialists to ensure that all families receive accurate information about SUI services, rules, policies and opportunities
- xix. Collaborate with other agencies at least once monthly to share information and clarify roles as suggested by SUI staff
- xx. Monitor attendance of children on caseload daily through MyHeadStart, providing follow-up as needed to develop action plans to support family in reducing absences. Support and coordinate communication between teacher and parent in accordance with attendance policy.
- xxi. Assist Leadership Team in writing plans, updating enrollment documents and family handbook
- xxii. Participate on program self-assessment team for annual assessment of Family and Community Partnerships
- xxiii. Gather information for Community Needs Assessment
- xxiv. Plan, conduct or coordinate regular parent meetings and workshops to meet the requirements of Head Start Performance Standards and assessed needs of Head Start parents.
- xxv. Plan with the Leadership Team to conduct parent surveys at least two times per year.
- xxvi. Ensure communication among SUI EHS/HS teachers, fellow team members and program management by regularly relaying information on activities being planned and needs that have developed, especially regarding parent or child's physical emotional and/or nutritional status
- xxvii. Assist families' with transitions into and out of the SUI Head Start/Early Head Start program per policies and procedures
- xxviii. Routinely collaborate with Home Visitors to ensure smooth transitions to and from program options
- xxix. Provide timely family/child information to the ERSEA Specialist, the managers & coordinators per policies and procedures
- xxx. Collect and compile requested data on families for yearly PIR report
- xxxi. Submit in-kind documentation (volunteer hours, donations) on required forms monthly to PFCE Coordinator
- xxxii. Submit Family Services monthly report to supervisor by the first day of the new month
- xxxiii. Perform all other duties as assigned by Supervisor

**B. Position Qualifications:**

- A minimum of a BA or BS from an accredited university or college in social work, human service, etc.
- Experience working within programs and services for families with children birth to five
- Experience communicating, both orally and in writing, to various audiences

**C. Position Characteristics:**

Salary: Starting at \$50,000  
Hours: Monday through Friday, 9am to 5pm  
Classification: Full Time

**D. Job Benefits:**

- Paid Leave (personal, vacation, sick, funeral, 13 paid holidays)
- Health Insurance (medical, dental, vision, prescription plan)
- Short-term Disability
- Life & Supplemental Insurance
- Liability Insurance
- Workman's Compensation
- Maryland State Retirement and Pension System
- 403(b) Option
- Employee Assistance Program
- Direct Deposit
- Payroll Deduction
- Tuition Reimbursement

COVID-19 Vaccination

SHORE UP! Inc. Early Head Start requires all applicants to be fully vaccinated for COVID-19 or have a valid exemption before commencing employment. Applicants are required to furnish proof of vaccination.

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**SHORE UP! Inc.**  
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*SHORE UP! Inc. is an equal opportunity employer.*