



**Job Title: DIRECTOR OF FAMILY ENGAGEMENT**

**Location:** Hall St. Building

**Employment Status:** Full-Time; Exempt

**Salary Classification:** Director

**Summary of Job:**

The Director of Family Engagement is responsible for supervising ALL ELNC Family Engagement activities; guides curriculum and program planning, development; serves as resource for family coaches, education services, ELNC management staff and teachers; analyzes family engagement outcomes data, completes reports related to provision of preschool educational services and works closely with the EHS Director to ensure that all EHS Family Engagement Standards are met.

**Direct Supervisor:**

The Director of Family Engagement reports to the Associate Director.

**Direct Staff Supervised:**

The Director of Family Engagement oversees and provides support to the Family Engagement Manager

**Other Key Relationships:**

The Director of Family Engagement will interact and develop relationships with ELNC Staff, partners, parents, community partners, volunteers and other community early childhood program peers.

**Essential Job Functions include but not limited to:**

- Actively supervise the Family Engagement Manager and ensure fidelity to the EPIC Model. Ensure that all Family Coaches receive ongoing training and professional development.
- Implement and facilitates the Nurturing Parent program assuring that we meet our goal of at least 4 cohorts with a minimum of 12 parents each.
- Manage all Family Engagement Programs such as REAL Dads and Crock and Go ensuring that we meet stated outcomes of grant agreements.
- Oversee the development and implementation of ELNC Parent, Family and Community Engagement Framework utilizing Head Start Model.
- Lead annual Community Needs Assessment.
- Compile monthly status report of all Family Engagement activities by completing monthly ELNC Compliance Report

- Responsible for overseeing the implementation of program curriculum to foster social development of children within ELNC program sites.
- Provides guidance and direction for the comprehensive integration of families in all ELNC activities in alignment our program goals and objectives.
- Meets with and provides support to all Preschool Site Directors on Family Engagement activities to promote parent attendance.
- Works together with EHS Director and Preschool Director to ensure that Parent Policy Council elections are accomplished in a timely manner. Facilitate Parent Policy Council Orientation and monitor attendance by taking steps in accordance with the PPC Bylaws to replace members who are not meeting the stated requirements.
- Create a Memorandum of Understanding with community systems people in order to develop and maintain relationships key community groups
- Create, implement, and monitor ELNC policies and procedures
- Manage and approve Family Coach budgetary expenses
- Facilitate problem solving and conflict resolution with staff.
- Adheres to all policies contained in ELNC's Employee Handbook.
- Performs duties as assigned

**Site specific duties: N/A**

**Essential Competencies Required:**

- **Commitment to ELNC Vision and Mission-** The ability to understand, communicate and incorporate the ELNC Vision and Mission into behaviors and attitudes all ELNC staff are expected to exhibit while performing their job responsibilities.
- **Culturally Competent-** The ability to understand, communicate with, and effectively interact with people across cultures.
- **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level ample opportunities for supervisor to adjust deadlines.
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally is focused on getting the best results for actions taken; does not settle of mediocrity.

**Knowledge, Skills, And Abilities**

- Sustained concentration and ability to handle multiple tasks often simultaneously
- Significant diagnostic and problem solving skills
- Ability to direct and assess the performance of program supervisors and consultants
- Ability to handle highly stressful and sensitive situations in a professional manner
- Ability to interpret and implement complex policies and regulations
- Ability to work independently and maintain professional boundaries and confidentiality
- Ability to exercise tact and discretion in all employee interactions

- Frequent sitting for long periods using computer keyboard, telephone and other office machines
- Strong organization and time management skills, ability to meet tight deadlines

**Minimum Required Education and Experience:**

- Master's Degree in Social Work
- 3- 5 years' leadership and experience working in a diverse educational setting.

**Additional requirements of the position:**

- Demonstrated knowledge of current educational theories, best practices, and curriculum and instruction in family development.
- Demonstrated competence in leadership, management, staff development, and supervision.
- Exceptional communication, interpersonal and organizational skills.
- Strong analytical problem solving skills.
- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations
- Walking, standing, bending, and carrying of small and light objects

**Signatures:**

**Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.**

**Comment:**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor signature below acknowledges that they have reviewed the job description with the employee.**

**Comment:**

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_