

Red River Parish School Board

Job Description

TITLE: Head Start ERSEA Manager

Qualifications: Baccalaureate Degree from an accredited institution in a field related to family services such as social work, child and family studies, or other related field, and experience in human services, family services, or a related field.

Superordinate: Head Start Director and Federal Programs Director

Performance Responsibilities

1. Learn the Head Start Program Performance Standards in Subpart E – Family and Community Engagement Program Services, related regulations for ERSEA, and ensure that they are implemented for all enrolled Head Start children and families.
2. Plans, develops, administer and monitor the (ERSEA) Eligibility, Recruitment, Selection, Enrollment, and Attendance to ensure all eligible families in Red River Parish have the opportunity to be considered for enrollment in the Head Start program.
3. Analyze community assessment data and facilitate planning to determine outreach and recruitment activities.
4. Ensure staff are knowledgeable of latest ERSEA updates.
5. Plan and integrate parent and family engagement strategies into all program services to support family well-being and promote children's learning and development.
6. Develop innovative two-generation approaches that address prevalent needs of families and leverage community partnerships or other funding resources to meet those identified needs.
7. Provide training for Family Advocates to assure they are developing respectful relationships with parents and structuring services to encourage trusting, ongoing two-way communication between staff and parents.
8. Provide and assist in implementing training for all staff in creating welcoming program environments that incorporate the unique cultural, ethnic, and linguistic backgrounds of families in the program and community.
9. Work with the Head Start Director to plan and implement a research-based parenting curriculum that builds on parents' knowledge and offers parents the opportunity to practice parenting skills to promote children's learning and development.
10. Work with the Head Start Director to establish effective community partnerships with other agencies that can effectively address family needs including food, housing, clothing, transportation, literacy services, mental health services, child abuse and neglect, domestic violence, and opportunities for continuing education and employment training.
11. Develop a community resource directory of available resources in the Red River Parish area, and provide it to all families of children in Head Start.
12. Assist parents to access community services as needed.
13. Work with the Head Start Director to plan and implement an effective parent orientation for each family enrolled in Head Start, including development of a parent handbook for ongoing reference by parents.
14. Assure individualized family partnership agreements are developed and implemented which describe family goals, responsibilities, and strategies for achieving identified goals.

15. Plan and implement effective Parent Committee meetings which address parent training needs and provide opportunities for parents to be involved in decision-making about the program and in the development of educational activities for their children.
16. Ensure that you are providing and documenting in an accurate and timely fashion all program services to support family well-being and promote children's learning and development.
17. Utilize the computerized database to monitor services and provide reports to the Head Start Director.
18. Monitor closely attendance to identify children with chronic attendance problems and make recommendations on follow-up action to be taken.
19. Work with all staff to assure that parents have the opportunity and are encouraged to participate in the program to the fullest extent possible as decision makers on the Policy Council, as trained volunteers in the program, and as employees of Head Start when parents meet the qualifications prescribed.
20. Assist the Head Start Director in the preparation of professional development plans for improving their training and performance.
21. Attend all training opportunities as provided.
22. Attend all faculty meetings, parent meetings, and IEP meetings when requested.
23. Maintain student and family confidentiality.
24. Performs all other duties as assigned by proper authority.

Professional Ethics

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board's Sexual Harassment Policy (GAEEA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board's dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

Employee Name (Print)

Employee Signature

Date

Immediate Supervisor

Date

Terms of Employment: **10 Months**