



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Specialist Supervisor, Head Start Family Services
JOB CODE: E-147
CLASSIFICATION: Exempt
SALARY BAND: B 6
BARGAINING UNIT: ESMAB
REPORTS TO: Director Head Start/Early Intervention or designee
CONTRACT YEAR: Twelve Months

POSITION GOAL:

~~Coordinate and oversee~~ Enhance family services by coordinating and overseeing the activities of family services personnel to ensure the effective implementation of a comprehensive program of services; monitor the services provided to ensure so that the students and the school system receive maximum benefits, and ensure families are enrolled in designated programs.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Specialist Supervisor, Head Start Family Services shall carry out the performance responsibilities listed below.

- ~~Support support~~ academic, social, and interpersonal student development by implementing the Head Start program's initiatives for family support services. and keeping the Director aware of the status of psychological, social work, family services, and any needs or problems.
- Inform the Director Head Start/Early Intervention of any student or family needs or concerns.
- Advise advise the Director regarding assignments and other specific responsibilities of district school psychologist, school social workers, and parent educators family services personnel.
- Supervise supervise, utilizing appropriate professional assistance, district school psychologist, school social workers, and parent educators staff as assigned to ensure professional quality and quality of ~~psychological, social work, and family services.~~
- Ensure ensure that district family services personnel ~~(a)~~ are thoroughly familiar with the school readiness goals related to family services and ~~(b)~~ carefully follow adhere to Head Start Performance Standards.
- Assist assist the Director in the development of a comprehensive program of family services and assume primary responsibility for implementation, monitoring, and evaluation of the components.
- ~~Oversee the eligibility, recruitment, selection, enrollment, and attendance (ERSEA) of families into the Head Start program and prepare monthly reports for the Board and Policy Council.~~
- ~~Coordinate annual enrollment, recruitment, and registration including updating materials, assigning students, employee communication, and community outreach.~~
- Ensure ensure coordination of outreach, support, and services with local, state, and federal agencies, churches, non-profits, the business community, NGO's, and other organizations engaged in early childhood education, particularly those targeting underserved and disadvantaged communities.
- Conduct field visits 2-3 times per week to homes and schools.
- Communicate with school administrators and district staff to implement necessary class changes in accordance with community needs.
- Prepare prepare and provide accountability for monthly and annual local, state, and federal reports.
- Collaborate with the Department of Professional Development Standards and Support to implement professional learning for family services personnel, program staff, and school staff; assume primary responsibility for implementation and evaluation of the professional learning. Assist the Director in planning professional learning related to family services and ERSEA, in coordination with Talent Development, for family services personnel, program staff, and school staff and assume primary responsibility for implementation and evaluation of the professional learning.
- Coordinate coordinate, in collaboration with Head Start staff, partnerships that support and enhance family services and child outcomes.

- ~~Ensure ensure~~ effective service delivery by maintaining data and preparing reports as requested by the Director, describing quality and quantity of family services as defined by Head Start Performance Standards.
- ~~Ensure ensure~~ that family services personnel follow procedures for maintaining confidentiality and security for ~~all psychological, social work, eligibility, and attendance records~~ at all times.
- ~~Ensure ensure~~ that student psychological and social services meet applicable legislation, federal guidelines, and district policies and guidelines by investigating and mediating parent issues, complaints, concerns, or problems regarding family services.
- ~~Perform perform~~ and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
- ~~Participate in training programs to enhance the individual's skills and proficiency related to job responsibilities.~~
- Participate in professional learning programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- ~~Review review~~ current developments, literature and technical sources of information related to job responsibilities.
- ~~Ensure ensure~~ adherence to ~~good~~ safety rules and procedures.
- ~~Follow follow~~ Federal and State laws, including Head Start/Early Head Start Performance Standards, if applicable, as well as School Board policies.
- ~~Perform perform~~ other duties as assigned by Director Head Start/Early Intervention or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution in Psychology, Social Work or related field.
- ~~A minimum-Minimum~~ of four (4) years, within the last eight (8) years, of progressively more responsible leadership experience ~~and/or technical training~~ in the field related to the title of the position.
- Valid Certification in one of the following discipline(s): School Psychology, Psychology, School Social Work, Guidance and Counseling or related field.
- Experience to include at least three (3) years as a School Psychologist, School Social Worker, School Guidance Counselor, School-based Administrator or related position.
 - ~~The ability to communicate effectively as evidenced by clarity and conciseness of oral presentations and submitted documents.~~
 - ~~Competence and leadership capabilities as a School Psychologist, School Social Worker.~~
 - ~~Awareness of the needs and structure of the total school system.~~
 - ~~An understanding of the roles and functions of School Psychologists, School Social Workers and Parent Educators within the department, school system, and community.~~
 - ~~Ability to work effectively in coordination of services from various departments.~~
- Effective written, verbal and interpersonal communication skills.
- Computer skills are as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Bilingual skills.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Frequently communicates with department and schools staff to ensure performance standards, as well as federal and state regulations pertaining to ERSEA and family services are followed.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment, shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

2014-2015 Organizational Chart

Board Approved: 5/20/14

Board Adopted: 6/24/14

Revised:

DRAFT