

## Family Engagement Director

**REPORTS TO:** CEO

**FLSA STATUS:** Exempt

**STATUS:** Full-Time, 52 weeks, 40 hours per week

**SAFETY SENSITIVE:** Yes

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### **Job Summary:**

Responsible to assure program management of the Family Engagement Content and Home Base option, including planning and developing, facilitating, providing, and monitoring a comprehensive program within the Head Start Birth to Five.

### **Essential Functions:**

The Family Engagement Director will ultimately be evaluated on a combination of skills, dispositions, and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The Family Engagement Director 's responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The Family Service Director will demonstrate competency to perform essential functions that include:

- Directs staff in various aspects of program and budget development for the organization including establishing policies, recommending budgets, establishing control systems within department; and keeping management staff informed of program service status on a regular basis.
- Exercises supervision over assigned staff gives input in the hiring, suspending recalling and discharging of employees and carries out employee performance evaluations in accordance with personnel policies
- Plans, coordinates, assigns, and monitors performance and coaches, counsels, mentors, trains, and advises content experts with respect to policy matters and for the dual goals of meeting program goals and employee career development.
- Manages projects and policy issues by conducting complex research and works with Family Services Manager, Home Base Manager and Directors for the purpose of assigning and/or coordinating projects and programs and resolving issues.
- Advises the Chief Executive Officer on matters pertaining to department functions.
- Assists in the development and enforcement of policies, procedures, and standards for the Agency; recommends improvement and assures policy and procedures provided meet all current trends regarding researched based practices as well as compliance with all local, state and federal regulations.
- Provide workshops, training and/or technical assistance in Head Start ERSEA, Child Protective Services and family services topics that are research based.
- Plan, develop and oversee implementation of PGCCS's Program objectives and goals.
- Promotes continuous quality improvement and quality assurance efforts for the agency.
- Develop, analyze and monitor Family Service and Home Base option budgets.
- Analyze community assessment information and facilitate planning efforts to determine design options, recruitment efforts and enrollment guidelines for Head Start.
- Provide input and solutions to develop and or revise the agency's ERSEA systems and agency policies and procedures.
- Design and monitor systems to process enrollment applications, including determination of eligibility and selection criteria.
- Negotiates or supervises contract negotiations, assures that contracts are properly executed in accordance with laws, limitations, etc.



- Communicate effectively with co-workers and community members. Attend and/or facilitate meetings to meet content needs.
- Promote consistent exchange of information by communicating in a professional manner through verbal and written means while maintaining confidentiality at all times.
- Pursues funding sources and assists in the preparation of grants as appropriate.
- Oversees the departments curriculums.
- Utilize virtual platforms for meetings and communications

#### **Minimum Requirements:**

- Bachelor's Degree (Related field preferred), Master Degree Preferred. All education must be from an accredited institution.
- Employee must have experience in program development and/or community service, working in Pinal and Gila counties, assisting families in obtaining resources, directing committees and workgroups, grant or proposal writing, working with low income, and culturally/linguistically diverse families.
- Four years' experience; adult supervision
- Requires advanced skill in using Excel, PowerPoint, Word, Access, Internet and email.
- Health Questionnaire is required at hire and will be updated every 3 years.
- Meet all agency, state and federally required immunizations or have an approved exemption on file.
- Arizona's driver's license, proof of insurance, fingerprint card, Social Security card, and as needed provide a vehicle for program business.
- Employee must be able to speak, read, write, and understand English.

#### **Knowledge, Skills, and Abilities:**

- Knowledge in principles, current trends, current economic issues, forecasting, environmental scans in Community Development, policies, procedures.
- Knowledge in methods and techniques associated with conducting research and processing /disseminating information, process of governmental contract procurement, Arizona Department of Health Services Office of Child Care Licensure, cultural/ethnic diversity, and family dynamics.
- Demonstrate very high reasoning ability, excellent organizational skills; prioritize a complex workload, and function as an effective team member to build productive, collaborative relationships to achieve program goals and objectives.
- Exceptional oral (to include public speaking) and written communications, able to apply current research literature, relevant laws, regulations/policies, able to work independently/collaboratively under critical time frames and work with complex and sensitive information.
- Knowledge of monitoring, supervision, legal requirements, and Head Start Performance Standards required.
- Demonstrate an understanding of the DCS reporting system, signs of child abuse and neglect.

#### **Physical Requirements:**

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 10 lbs., and occasionally lift and/or move up to 25 pounds.

#### **Working Conditions:**

Work is performed in a classroom/office setting where minimal exposure to injury exists. Hours of work will generally be during regular business hours and average at least 40 hrs. per week.



There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold and poor ventilation.

**Acknowledgment:**

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.

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Employee Signature

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Date



Pinal Gila  
Community  
Child Services