

Arlington School District No. 16  
Job Description

**JOB TITLE: ECEAP Family Services Specialist Pre-School - MA**

<b>CLASSIFICATION:</b>	Classified
<b>LOCATION:</b>	ECEAP Pre-School
<b>REPORTS TO:</b>	ECEAP Program Manager
<b>HOURS:</b>	Varies
<b>SALARY:</b>	Per PSE Schedule A

**SUMMARY:** The ECEAP program is a state-funded project for the education of three to five year olds from limited income families. The Family Services Specialist is responsible for recruiting and enrolling eligible families, providing a social service support system and supervising the coordination of health services. Continuation of this position is dependent upon state funding.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Assist in implementing an effective education program for three to five year olds
- Perform clerical and supportive tasks for teachers, write articles for newspapers, school district and agency newsletters
- Promote and practice professional growth and development, working as a team member demonstrating flexibility and creativity
- Establish and maintain cooperative working relationships with families
- Supervise students, monitor children's attendance and assist families to maintain regular attendance in a variety of settings
- Perform clerical and supportive tasks for teachers, and contacting other service agencies and school districts in order to get referrals
- Provide parents with referrals and resources for social services and assisting parents in working with community agencies
- Actively invite parents to participate in ECEAP activities, such as: Classroom volunteering, site or classroom committees, Parent Policy Council, self-assessment of ECEAP compliance, program review and family events
- Must provide a minimum of three family support home visits per year with each child's family
- Must maintain written documentation as well as computerized documentation
- Have the ability to respect family beliefs, culture, language and child rearing practices
- Attend monthly evening parent meetings, family events and in-service trainings
- Attend staff trainings as required
- Promote and practice professional growth and development
- Maintain punctual and regular attendance and communicate enthusiasm for learning
- Observe strict confidentiality regarding student and personnel information
- Ability to effectively communicate and collaborate respectfully
- Communicating in Spanish verbally and in writing, including the ability to translate documents from English to Spanish may be required
- Monitor students in a variety of settings before, during, or after school
- Ability to use technology to assist the teaching and learning process
- Use effective strategies to resolve issues, relate to all students in a positive manner

- Practice ethical and professional standards of conduct, including the requirements of confidentiality regarding student, family and personnel information
- Know and follow district policies and procedures
- Ensure that all enrolled students have documentation of up-to-date medical exams, dental exams, and immunizations within the required time frame
- Assist families with transitioning students to kindergarten
- Create and evaluate annual SMART goals with families and provide resources and support toward established goals
- Other duties may be assigned

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

MA degree with the equivalent of 30 quarter credits of human development, human services, family support, social work, early childhood education, child development, psychology or related area of study  
One year of post degree experience

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Washington State driver's license

Current CPR/First Aid/Blood borne Pathogens

Current TB test

Valid Food Handlers Permit

Must be willing to complete background check through the Department of Early Learning

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as plans, reports and procedure manuals

Ability to write routine reports and correspondence

Ability to speak effectively to administration, staff and students

Ability to effectively present information and respond to questions from staff, students, and parents

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts, such as discounts, proportions, percentages and totals and to apply concepts of basic mathematics

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete and abstract variables

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

**OTHER SKILLS AND ABILITIES:**

- Ability to function as a team member
- Flexibility in scheduling duties
- Ability to practice ethical and professional standards of conduct
- Ability to know and follow health, safety and emergency procedures of the district
- Skill in organizing tasks and duties
- Ability to maintain confidentiality
- Ability to maintain a positive attitude at all times

- Ability to communicate effectively with coworkers, staff, parents and the public both verbally and in writing

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to walk, stand, kneel, and use hands to handle, finger, or feel objects, tools, or controls. The employee will occasionally bend or twist at the neck and trunk, reach with hands and arms, stoop, kneel or crouch, and may lift and/or move objects weighing up to 30 pounds. Successful performance requires specific vision abilities that include close vision, distance vision and peripheral vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

There are no unusual environmental conditions. Duties performed both inside and outside. Typically, the noise level in the work environment is moderate. The employee has direct responsibility for the safety and well being of others.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

June 2018