

In-House Posting Vacancy Announcement

Job Title: Liason
Location: Central Head Start
Work days and hours: 40 hours
Starting Wage:
Description of job: See Attached

Qualifications:

Resumes must be submitted to Angela Maxey Adkins

Closing date: open until filled

For additional information, contact ___ 304-255-9330 ext.106

please proceed
~~STOP~~

EE
1-28-19

**RCCAA Head Start
Job Description**

Title: Liaison

Starting Salary: \$13.62

Qualifications

- BA/BS with emphasis in Education or Human Services.
- Knowledge and experience in early childhood education.
- Understanding of the principles of child health, safety and nutrition.
- Experience working with children and families.
- Strong written and oral communication skills.
- Proficient computer and Microsoft Office skills.
- Valid drivers license, dependable transportation with minimum automobile liability insurance.
- Pass drug screen and criminal background check.

Supervisor

Education Coordinator

Job Duties

- Establish working relationship with parents of assigned families.
- Ability to work flexible hours.
- Work with Head Start families in assessing strengths/needs within the family, writing goals, making referrals, and follow-up.
- Act as a link between community agencies and Head Start families and staff.
- Arrange and conduct at least two parent conferences and two home visits per year with parents/guardians of children.
- Conduct on sight the Fidelity, WV Pre-K Walkthrough and CLASS.
- Maintain current files and records on assigned children.
- Participate in development and maintenance of community resource agencies and educational opportunities for Head Start families.
- Coordinate activities and communicate with coordinators in providing follow-up assistance to Head Start children and families as a result of referrals made.
- Coordinate, and conduct training/workshops/ parent group meetings or other meetings as assigned.
- Collect required health information and update children's files.
- Follow established recruitment plan maintaining full enrollment in assigned area.
- Follow up on attendance of children.
- Conduct all required screenings and observations.
- Assist in arranging transportation of parents and children to meetings, medical appointments, trainings, etc.
- Act as bus monitor/teacher assistant when necessary.
- Enter data in to FacsPro/ChildPlus in timely and accurate fashion.

**RCCAA Head Start
Job Description**

- Participate in employee performance evaluation and individualized professional development plan.
- Assist and participate in Multi-Advisory Council Meetings.
- Assist and participate in program staffing of children and families.
- Attend all meetings, in-service trainings, workshops, and conferences as requested by the supervisor.
- Ensure all reports, purchase order, IT, and maintenance request are submitted in a timely manner.
- Maintain confidentiality at all times.
- Lift 50 lbs., and demonstrate ability to participate in mild to moderate activities with children.
- Receive and maintain standard First Aid/CPR certification.
- Receive bi-annual physical exam.
- Deal effectively with public.
- Demonstrate ability to work as a team member and develop positive rapport and professional attitude towards parents and staff.
- Demonstrate ability to lead and follow.
- Demonstrate ability to make decisions.
- Demonstrate ability to understand and follow posted work rules and procedures.
- Demonstrate ability to accept constructive criticism.
- Demonstrate ability to arrive to work on time.
- Ensure the Head Start Director is informed on pertinent issues.
- Perform all duties incidental to the position, and any other duties as assigned.