



Lewis Cass Intermediate School District

Learning For All... Whatever It Takes

NOTICE OF POTENTIAL VACANCY

Position: FAMILY LIAISON-STRONG BEGINNINGS PILOT PROGRAM

Summary: Cultivate supportive, empowering relationships with family members that help parents become leaders in their child's development, well-being, and education

Reports to: Lewis Cass ISD Director of Early Childhood Education

Education: Bachelor's degree in: social work, family studies, or a related field involving practicum experience with families.

Preferred: Prior training and experience in implementing the *Head Start Parent, Family and Community Engagement Framework*

Compensation: Competitive hourly rate based on education and experience. This position is for 120 staff days/80 child days (36 hours/week) from January 11 to June 11, 2021, according to assigned school district hours of operation. There may be additional paid days required for professional development.

**Pending State approval, the new program would start on January 11, 2021.
Full program year of 175 staff days/120 child days would start in August 2021.**

Application: Applications will be reviewed upon arrival, and should be submitted as soon as possible. Please use the Lewis Cass ISD Applitrack Frontline system online at:
<https://www.applitrack.com/lewiscass/onlineapp/default.aspx>

Application

Deadline: NOVEMBER 15, 2020

Questions? Please contact Chris Whitmire, Director of Early Childhood Education at:
christine.whitmire@lewiscassisd.org

It is the policy of the Lewis Cass ISD Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, height, weight, marital status or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it receives any financial assistance from the United States Department of Education.

Pilot Program Description:

Pending State approval for the Pilot Program Strong Beginnings grant, Lewis Cass ISD is actively recruiting qualified staff for a grant involving children in Cass County who are three-years-old by September 1.

Michigan is offering a Strong Beginnings pilot preschool program for three-year-old children with factors that may place them at risk for low educational attainment, starting part-way through the school year on January 11, 2021. This program is based on research that shows similar children, who attend a high-quality preschool for the two years prior to kindergarten, have significant positive developmental outcomes when compared to their peers who attended a high-quality program for only one year.

Components of the pilot program will include increased funding for classroom development as well as strong Family Engagement programming.

Knowledge, Skills & Abilities:

- Demonstrated knowledge of: child development, early childhood education, special education, family systems, trauma and poverty issues
- Well developed observation techniques
- Ability to communicate clearly and concisely, both orally and in writing
- Demonstrated ability to communicate well with families
- Ability to develop effective working relationships with children, staff and the school community
- Demonstrated professionalism in working with others
- Demonstrated organizational abilities
- Ability to read, write, speak and listen in professional settings

Evaluation:

Performance will be evaluated by the Director of Early Childhood Education.

Essential Duties & Responsibilities:

1. Build relationships with parents enrolled in the program during home visits, using coaching methods to empower and support families in knowledge of: parent-child interactions, family well-being and development-centered parenting
2. Recruit eligible families as needed
3. Empower parents during home visits by sharing information on parenting through developmentally appropriate activities, interventions and discussion in: neuroscience, child development, early literacy, parent-child interactions and positive parenting techniques
4. Maintain caseload of 14 families per classroom with a maximum of three (3) classrooms
5. Balance home visits with other responsibilities
6. Participate in public awareness measures and recruiting to increase familiarity with Strong Beginnings

It is the policy of the Lewis Cass ISD Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, height, weight, marital status or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it receives any financial assistance from the United States Department of Education.

7. Assess each family's strengths and challenges using evidence-based family assessment tools to prioritize service and set and achieve goals for enhanced parenting and for the child's optimal growth and development
8. Connect families with other services for family well-being, such as: financial assistance, healthcare, childcare, housing and job training as needed
9. Promote and participate in Family Nights, committee meetings and other events as assigned
10. Keep current, well-written records, reports, program assessments and forms in accordance with Lewis Cass ISD guidance
11. Participate in reflective supervision, professional development and continuous quality improvement measures per defined quality standards and protocol
12. Respect the confidentiality of all families
13. Attend other meetings and trainings scheduled regularly to enhance professional development, networking and support
14. Demonstrate proficiency entering and accessing data in web-based data systems
15. Able to work independently with demonstrated computer/technology skills
16. Help parents and children transition to other services as needed
17. Organize and inventory equipment, materials and supplies as needed
18. Identify and conduct self as a member of the early childhood profession; know and use ethical guidelines, practices and other professional standards
19. Reflect the professional guidelines as set by Lewis Cass ISD
20. Other duties as assigned

While performing the duties of this job, the employee is regularly required to stand, walk, sit on the floor and talk. The employee must regularly lift up to 40 lbs. Specific vision abilities required by this job include close vision and distance vision. This job will require travel to different locations with a reliable vehicle.

It is the policy of the Lewis Cass ISD Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, height, weight, marital status or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it receives any financial assistance from the United States Department of Education.