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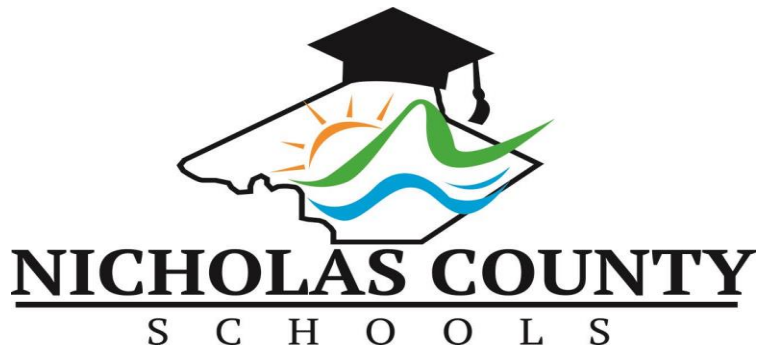
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Superintendent

Dr. Donna Burge-Tetrick



400 Old Main Drive, Summersville, WV 26651
Phone 304-872-3611
Fax 304-872-4626

Job Description

Position: Early Steps Family and Community Engagement Liaison

Classification: Service

Reports to: Building Principal/Program Director/Coordinator

Evaluation: Evaluated annually by the building principal/immediate supervisor in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and Nicholas County Board of Education Policy GCNB.

FLSA Status: Non-Exempt

Qualifications:

- High School Diploma, General Equivalent Development Certificate (GED) per West Virginia Code §18A-2-5
- Must have ECCAT (Early Childhood Classroom Assistant Teacher) certification or be willing to obtain.
- Criminal background check per WV Code §18-5-15c
- Must complete all training by Save the Children and mandatory training of the NCBOE.
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substances which affect employee productivity, safety or judgment in the workplace will not be tolerated.

Staff members serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

Staff members have a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee the implementation of Early Steps to School
- Recruit pregnant families and children ages birth to five into the program.
- Develop and schedule the program activities, including home visiting, parent/child groups, toddlers play groups, transition to school activities, and other programmatic activities.
- Provide regular home visits to families (twice monthly) using an STC approved home visiting curriculum.
- Organize and conduct regular (minimum of one per month) parent/child groups, in the elementary school when possible and feasible.
- Conduct child screenings and make referrals to community providers for follow up assessment as needed.
- Coordinate with Save the Children staff, program partners, local schools, and other community agencies in implementing Early Steps.
- Participate in training and technical assistance activities including Save the Children sponsored group trainings, technical assistance site visits, monthly audio conference calls and web-based resource sharing and training activities.
- Participate in the evaluation of Early Steps, including data collection, interviewing, and videotaping activities.
- Other duties as assigned

Desired Qualifications:

- Highly motivated, flexible, and non-judgmental individual who is eager to learn;
- Experience working with pregnant women, children ages birth to five, and families in rural areas;
- Home visiting experience;
- Experience leading parent groups;
- Demonstrated early childhood knowledge, including infant/toddler knowledge;
- Energetic, motivated, and creative;
- Able to work independently;
- Available and reliable vehicle for visiting families (mileage reimbursed);
- Competency with computers including previous experience with Windows programming and use of the Internet;
- Willingness to travel regionally and nationally for training; and
- Willingness to collect data and participate in the program evaluation.
- Someone who is intimately familiar with the community of Richwood.

Evaluation:

Performance in this position will be evaluated annually by the building principal/immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and Nicholas County Board of Education Policy GCNB.

Physical Demands:

The physical demands described 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 frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see, and use repetitive motions.

While performing the duties of this job, the employee may frequently lift and/or move at least fifty (50) pounds of materials, children, etc.

Specific vision abilities required by this job include close vision such as reading handwritten or typed material and the ability to adjust focus.

The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

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. The noise level in the work environment is moderate to loud (60 – 90 dB). The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals holding this position and may be assigned by the superintendent or his/her designee.

Revised 04.18.23