Job Title: ECEAP Family Support Provider Liaison
Reports to: ECEAP Program Manager
Work Schedule: Up to 8.0 hours per day, 185 days per year
Salary: Non-Represented Employee Salary Schedule – Non-Represented 8

Job Summary:

This position is responsible for providing support to all students, families and staff. This position may include, but not be limited to the following performance responsibilities, knowledge, skills and abilities.

Minimum Qualifications:

- An Associate or higher degree with equivalent of 30 college quarter credits of adult education, human development, human services, family support, social work, early childhood education, child development, psychology, or another field directly related to their job responsibilities. These 30 credits may be included in the degree or in addition to the degree.
- 1st Aid & Adult/Child CPR training
- Blood Bourne Pathogen Training
- Food Handlers Permit
- Valid Washington State Driver's license
- High School diploma or equivalent
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required training within thirty (30) calendar days from hire date

Essential Job Functions:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Build relationships with families
- Identify family strengths and goals
- Coordinate services for families
- Link families to community resources
- Support parent involvement activities
- Conducts home visits with families
- Attend Family Nights
- Attend required ECEAP training
- Locates community resources as needed
- Stay current with ECEAP Performance Standards
- Maintain consistent presence at assigned worksite and regular work hours
- Professionally interact with students, staff, and public
- Comply with all district policies and procedures
- Perform related duties as assigned

Desired Skills:

- Ability to stay in compliance with all ECEAP requirements
- Ability to successfully train and support parent and community volunteers
- Ability to interact positively and confidentially with students, fellow workers and the general public
- Ability to exercise sensitivity in dealing with individuals of diverse socio-economic backgrounds, cognitive and physical abilities as well as with individuals of diverse cultural ethnic backgrounds
- Skills in organization and time management
- Skills in verbal and written communication
- Knowledge and application of safety procedures related to performance responsibilities
- Knowledge and skills required for ECEAP curriculum and assessments such as First Step, DECA, Language and Literacy, Second Step and TAT

Work Environment:
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. This is an office job. The employee is confined to a work area; required to have precise control of fingers and hand movements; experiences constant interruptions and inflexible deadlines; must be able to work at a computer monitor for prolonged periods; and must be able to crouch, crawl, bend, kneel, and lift/move objects such as files, boxes, etc. The employee is required to deal with distraught and/or angry persons and is exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:
This position shall be evaluated periodically by the Early Learning Principal pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions.

Classification History:
Job description developed July 2007.
Job description revised December 2012.
Job description revised November 2017.
Job description revised June 2018.
Job description revised March 2021.