

Somerset County Public Schools

Job Description

Job Title: Judy Center Home and School Connection Facilitator
Department: Early Childhood
Reports To: Early Childhood Coordinator
FLSA Status: Exempt
Prepared By: Karen Karten/Beth Whitelock
Prepared Date: September 4, 2018
Approved By: Superintendent
Approved Date: September 15, 2018
Revised Date:

I. Summary

The Judy Center is a grant funded program serving Title 1 Communities in Somerset County and designed to provide high quality early education for children birth to five while providing comprehensive family support services for families. The Home and School Connection Facilitator will work with a team, consisting of a Program Coordinator, Family Service Coordinator, school staff and administration, community members and other Judy Center staff.

II. Essential Duties and Responsibilities include the following: Other duties may be assigned by the Judy Center (Early Childhood Coordinator) and the Director of Schools.

- Coordinates family engagement activities. (Some evenings and weekends may be necessary).
- Plan and coordinate creative activities for birth through age three play group.
- Coordinates the Raising a Reader program – take home literacy program.
- Coordinates with the local library to provide story time and short age appropriate/standards based lessons for local child care programs.
- Works with local partner programs to help coordinate activities in the community.
- Provides a home visiting program for children 3 and younger. This will include creating standard-based lesson plans.
- Works with Learning Support Teams and other school staff to help provide educational resources for families.
- Maintain and organizes records of activities, including inputting some data into an Access database.
- Works to promote the Judy Center within the community.
- Attends all local and state level Judy Center sponsored programs.
- Assists program coordinator in completion and submission of required documentation.
- Assists with the operation of the parent/community resource library.

III. Qualifications

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.

A. Education and/or Experience

Bachelor's degree in Early Childhood Education preferred. A Master's degree in an educational field is also preferred. Related degrees accepted with at least three years of successful experience in an early childhood classroom setting.

B. Certificates, Licenses, Registrations

Must have driver's license.

C. Language Skills

Ability to read, analyze, and interpret data and reports. Must have excellent oral and written communication skills. Ability to effectively present information to groups. Knowledge of the Spanish and/or Arabic language is preferred.

D. Mathematical Skills

Ability to apply concepts of basic arithmetic.

E. Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

F. Computer Skills

To perform this job successfully, an individual should have knowledge of Internet Software; Spreadsheet software (Excel), Access and Word Processing software. Must have strong data tracking and organizational skills. Must be able to manage files and records efficiently.

G. Other Skills and Abilities

Excellent ability to relate and communicate with families in the community and in a variety of settings. Must be able to build relationships with families.

Knowledge of Common Core Standards and early childhood practices.

Ability to apply early childhood curriculum standards to birth to three programming.

Able to work with all ages of children (birth through age 5) and able to create age appropriate lesson plans based on early learning standards.

Knowledge of developmentally appropriate practice (DAP).

Creative and energetic and able to work well with others and alone.

Ability to work evenings and maintain a flexible schedule.

Knowledge of the local community and local school system.

Strong command of Microsoft Excel and word processing, ability to manage files and records.

H . Other Qualifications

Must be dependable, flexible, organized and work well with others. Position will require adequate transportation to travel throughout the County, attending home visits and out-of-town meetings.

IV. 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. Reports potentially unsafe conditions; Uses equipment and materials properly.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is regularly required to sit and reach with hands and arms. Frequent travel is necessary and will require sitting in a vehicle for extended periods of time. The employee must occasionally lift and /or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

V. 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.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.