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**Job Description**

Job Title: Center District Liaison – Spanish/English Bilingual

(Grade 4)

Department: Head Start

Supervisor's Title: Content Coordinator: Family Services

1. General Purpose of the Job: Provide support, oversight, and direction to community school district partners who are cooperatively providing Head Start services in a blended classroom environment.
2. Minimum Level of Education/Experience Required: BA/BS in Education, Human Services, or a related field, or a combination of education with experience working in human service agency. Bilingual in Spanish preferred. Must have experience with basic microcomputer applications.
3. License or Certificate Required:
  - A. Valid Iowa or Illinois Driver's License (necessary to complete home visits and attend required trainings)
  - B. Proof of current automobile insurance
4. Primary Duties and Responsibilities:
  - A. Ensure all center activities are in full compliance with Head Start program performance standards and State licensing standards and immediately report and work to remediate any instances where any activity or condition related to the center or children may not meet such standards.
  - B. Ensure Service Plans are followed and component consultants are utilized to assist staff in meeting or exceeding all DHS licensing regulations and Head Start performance standards
  - C. Encourage District staff participation in Head Start professional development opportunities.
  - D. Orient new district staff regarding the agency's service plans, Head Start performance standards, DHS state licensing regulations, and policies and procedures relevant to the program.
  - E. Actively participate in on-going recruitment of children to maintain the mandated enrollments.
  - F. Oversee positive involvement of parents and community members with the Head Start program as indicated in the standards.
  - G. Prepare and maintain all child and program records dictated by Head Start performance standards, DHS licensing regulations, and program requirements, e.g. current physical and dental exams and immunization cards, etc.
  - H. Supervise Bus Monitors (if applicable).
  - I. Establish trusting relationships with families through positive and frequent interactions with family members.

- J. Work as a team member with other staff to participate in assessing each family's strengths and needs, using approved assessment tools as defined by the Service Plan, setting realistic and detailed goals in partnership with families based on the family's strengths and needs, and keeping accurate and objective documentation for each family.
- K. Become familiar with resources in the community, provide information, and make appropriate referrals to families, including referrals for medical appointments, mental health, or dental needs, shelter/housing, energy assistance, emergency/crisis intervention, GED, job training, education, employment, weatherization, food pantries, food stamps, clothing needs, basic needs supplies, etc.
- L. Assist with basic screenings during the round up/enrollment process and at the center, including health history, growth charts, height/weight, vision, etc., with assistance from School Nurse.
- M. Conduct parent/family meetings, parent education events, and family events, including arranging for interesting and relevant guest speakers from within and from outside the agency, based on parental input as well as required topics.
- N. Document child absences and provide follow up for those absences when requested
- O. Assist in classroom as necessary and as requested by the District, following all Head Start Performance Standards
- P. Participate in Head Start meetings, pre-service training, in-service trainings.

5. Physical Demands:

A. Approximate amount of on-the-job work time spent in the following activities:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle, or touch				X
Reach above shoulders			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl			X	
Talk or hear				X
Taste or smell		X		
Use foot/feet to operate machinery	X			

B. Approximate amount of force to be exerted or weight lifted:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Up to 10 Pounds				X
Up to 25 Pounds			X	
Up to 50 Pounds			X	
Up to 100 Pounds	X			
More than 100 Pounds	X			

Description of the specific job duties requiring the physical demands listed above: The classroom environment requires staff to be active and engaged with children, which includes standing, moving about, sitting on the floor, crouching to talk to children at their eye level, etc.

Lifting infants, toddlers, and preschool children can result in lifting and/or carrying a child weighing as much as 60 pounds.

6. Tools/Equipment Used:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Personal computer			X	
Routine office equipment			X	
Motor Vehicle Operation		X		

7. Work Environment:

A. Approximate amount of exposure to the following environmental conditions:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Wet/humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Risk of electrical shock	X			
Vibration	X			
Work/job related travel		X		

B. Amount of noise typical for the work environment for this job: Moderate to loud noise typical to a preschool classroom environment.

C. Specific job duties affected by the environmental conditions described above: Cleaning duties necessitates using some supplies with potentially caustic materials. Playground supervision requires staff to be outdoors when weather reasonably permits. Travel is required between centers, to required training, and for general coordination activities related to the center.

8. Protective Clothing/Equipment Required: None.

9. Supervisory Responsibilities: Bus Monitors (if applicable).

*This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

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Employee Signature

\_\_\_\_\_  
Date

Job Description Last Reviewed: 6/5/19 By: RL