



West Liberty District Liaison -Spanish/English Bilingual

Department: Family Services (HS)

Pay Grade: 4

Supervisor's Title: Family Services Director

General Purpose of the Job: Provide support, oversight, to West Liberty Early Learning Center to promote comprehensive Head Start Services in a blended classroom environment.

Minimum Level of Education/Experience Required: High school diploma or equivalent, and Child Development Associate Certificate (CDA) within 1½ years of hire. Must be bilingual in Spanish. Also requires Family Development Certification within one year of hire.

License or Certificate Required: In addition to the requirements above, this position requires a current Iowa or Illinois Driver's License and proof of current automobile insurance.

Supervisory Responsibility: None

Eligible for Telecommuting: No

Schedule: Set

Primary Duties and Responsibilities:

- A. Assist in classroom ½ time to support learning activities, including recess and lunch
- B. Attend district events (preschool round-ups, registration days) to recruit families to participate in the West Liberty ELC Head Start program
- C. Assist families with the Head Start enrollment process and conduct initial registrations to fill vacancies promptly
- D. Complete required screenings for each child according to Head Start program standards
- E. Work with district health staff to ensure all children are up-to-date with required health documentation according to state licensing standards
- F. Complete significant contacts and/or home visits with each enrolled Head Start family at least two times per year to conduct needs assessments, individualized goal setting, and track progress to achieve goals
- G. Maintain detailed, up-to-date, and concise case notes on all interactions with and on behalf of each family within program database, and in accordance with Head Start Standards
- H. Make referrals to link families with multiple resources in the community to work toward positive outcomes
- I. Communicate attendance concerns and follow-up on absences as required
- J. Conduct family engagement events within the center and encourage participation in Head Start program governance
- K. Submit accurate and complete monthly reports to Family Services Director as required
- L. Participate in scheduled Head Start training and meetings, including certification training
- M. Demonstrate sensitivity to cultural and socioeconomic factors in working with enrolled families

Physical Demands	Rarely or never	Up to 1/3 of the time	1/3 to 2/3 of the time	2/3 of the time+
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			
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			
Routine Office Equipment				X
Computer				X
Motor Vehicle Operation				X
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		
Noise: Moderate levels of noise, typical to an office environment.				
Protective Clothing/Equipment Required: None				

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.

Employee Signature

Date

Job Description Last Reviewed: _____ By: _____