

NOTICE OF INTENT TO EMPLOY

POSITION: Family Advocate, Head Start – Muskegon Heights

SUMMARY:

The Family Advocate engages families/caregivers of Head Start children in order to assist the family unit to best prepare their child(ren) for a successful entry into kindergarten. Relationships are built with families/caregivers, developing partnership goals focusing on children's healthy development and early learning. Family Advocates must be knowledgeable of the principles of child health, nutrition, early learning, safety and family dynamics. Skills in communicating with and motivating family members are essential. Functions are to be completed in compliance with all relevant Head Start Performance Standards.

QUALIFICATIONS:

1. An associate or higher degree in a field related to early childhood education.
2. The ability to work and communicate effectively with parents and young children.
3. Knowledge of and working relationship with local community service agencies.
4. Strong organizational and record-keeping skills.
5. Knowledge of Head Start Performance Standards preferred.
6. Successful pre-employment physical exam including tuberculosis screening.

REPORTS TO: Early Childhood Center Coordinator

ESSENTIAL FUNCTIONS (This Notice of Intent is not an exhaustive list of the duties performed for this position):

1. Partners with families/caregivers to develop family partnership goals which ultimately promote a child's readiness for a successful entry into Kindergarten.
 - a. Actively communicates and partners with children's classroom staff to best serve families and understand needs.
 - b. Actively monitors progress toward achievement of family partnership goals.
 - c. Have broad knowledge of community resources and link families to appropriate community resources as needed.
2. Conducts home visitations with assigned families, scheduling in a manner which prioritizes high need families.
3. Maintains extensive record keeping of child's progress in accordance to Head Start Performance Standards and program policies and procedures.
4. Attend/assist in planning monthly family meetings and other family-related events.
5. Assists with the identification and recruitment of families eligible for Head Start services.

STARTING DATE: August 13, 2012; one position being hired summer 2012.

TERMS: This is 43-week position, 40 hours per week.

SALARY RANGE: \$14.79/hour. Single coverage health benefits offered.

APPLY TO: Please provide letter of interest, current resume and credentials online at www.muskegonisd.org/jobs.

CLOSING DATE: Applications due by Friday, May 18, 2012 or until filled.

POSTED: April 13, 2012

David Sipka, Superintendent

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