



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Head Start Collaboration Specialist
<i>Payroll/Personnel Type:</i>	12 Month
<i>Reports to:</i>	Early Childhood Education Executive Director

Position Summary:

Head Start Collaboration Specialist provides services per contractual agreement between Grace Hill Head Start/Urban League Head Start and the St. Louis Public Schools (Early Childhood Education). The person in this position reports directly to the ECE Executive Director

Essential Functions:

- Monitor and assist in the completion of recruitment, enrollment and screening of eligible children and families that include accompanying paperwork and processes. Obtain needed information and establish records for families, per program policy and procedure.
- Prepare monthly billing/invoices for services provided to each agency per their contractual terms.
- Conduct home and community contacts and prepare/submit required reports of home visits and parent, family contacts. Coordinate PAT activities with PAT Developmental Screening Center coordinator.
- Act as a liaison between preschool centers, the ECE office and Head Start program (Grace Hill and Urban League).
- Keep families and staff aware of community resources and methods of using these resources.
- Monitor identification of social services and goals of families, including but not limited to completion of Family Partnership Agreement.
- Initiate contact with parents of children having irregular attendance patterns to identify the reason and offer supportive services.
- Prepare written reports of contacts and other required record keeping.
- Maintain confidentiality of families and records.
- Prepare written report to policy council monthly.
- Provide required parent meetings monthly.
- Supervise data specialist.
- Maintain program compliance with Head Start Performance Standards.
- Keep abreast of new trends and developments in assigned areas of responsibility for the purpose of improving the quality of early childhood programming.
- Assist in the development of training and professional development opportunities for early childhood staff – district and Head Start joint training.
- Monitor and follow up reports of concern relative to child and family.
- Coordinate with the ECE administrative assistant day-to-day operation of the 23 district/head start collaboration sites.
- Monitor the completion of health and development assessment.
- Participate in fairs, recruitment efforts and other community activities when required.
- Provide weekly and monthly reports.
- Perform other duties as assigned.



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Experience:

- Minimum of five years experience working with families and young children

Education:

- Associate's degree in early childhood education or human services related field; B.A. preferred.

Knowledge- Skills and Abilities:

- Knowledge of the community
- Knowledge of child care licensing regulations and Head Start Performance Standards
- The ability to relate positively to adults and children
- Strong written and oral communication skills, including preparation of reports
- Computer literate
- Strong prioritization skills
- Exhibit strong teamwork mentality
- Perform duties in a timely and professional manner

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.



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Review/Approvals:

_____ Employee	_____ Date	_____ Immediate Supervisor	_____ Date
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_____ Human Resources	_____ Date
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In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.