

<b>Position Title</b>	Family Service Manager
<b>Organization</b>	Fort Smith Public Schools
<b>Department</b>	Early Childhood Education
<b>Address</b>	811 North T Street
<b>Supervisor Name</b>	Dr. Sarah Biggs
<b>Supervisor Contact</b>	479-784-8182 x 73533/sbiggs@fortsmithschools.org

## TERMS OF EMPLOYMENT

- A. BACKGROUND CHECKS:** This position requires the following background checks.
- a. Child Maltreatment, State Police Criminal Background and FBI Fingerprinting are required background checks.
- B. ELIGIBILITY**
- a. Be a currently enrolled, undergraduate student who will be returning to college as a full-time (12 credit hours) sophomore, junior or senior in the fall of 2022.
  - b. Submit written enrollment verification from their college or university confirming the student's enrollment status to United Way.
  - c. (may include but not limited to the following) Preferably – Associate Degree with an emphasis in family services, early childhood education, sociology, child development, human services, psychology, or related field.
- C. WORK SCHEDULE & CONDITIONS**
- a. This is a temporary full time (35 hours per week) position. Some after hour activities required.
  - b. This position is not eligible for sick, vacation, and holiday leave during employment.
  - c. Maintain emotional control under stress.
  - d. Must have the ability to lift at least 50 pounds occasionally.
  - e. May be required to physically move students or equipment weighing up to 50 lbs.
  - f. Ability to endure prolonged standing, walking, sitting, kneeling, occasional reaching above the head or shoulders, bending, squatting.
- D. SALARY & BENEFITS**
- a. SALARY. The individual shall receive a \$4,200 salary distributed during normal pay cycles for the duration of employment.
  - b. PROFESSIONAL DEVELOPMENT. The United Way of Fort Smith Area will provide interns an in-person orientation and two professional development opportunities. Professional development for the FSM will be provided through the Arkansas Professional Development Registry (PDR) for ECE and on-site training for the systems to be utilized. Because the ECE Department abides by the Arkansas Minimum Licensing Requirements for Child Care Centers, the FSM will participate in the New Employee Training, which is a self-paced, self-directed course designed for all new employees. The on-site training will be provided for the COPA and eSchool systems. PDR will also be utilized so the FSM can orient to the four components that will be addressed: outreach and communication, family engagement, family well-being and child outcomes.
- E. EVALUATIONS**
- a. The employee will receive an evaluation of their performance at the end of their employment from their direct supervisor. The evaluation also includes a self-evaluation and program evaluation.

## RESPONSIBILITIES

### A. POSITION PURPOSE

- a. Serve as an advocate for the child, family, educators, and community service providers. The FSM will work with families and children to provide information of services and educational support that enhance the success of children in school and life. The Family Serve Manager will work with the Federal Preschool (FPK), Arkansas Better Chance (ABC), Maternal, Infant, and Early Childhood Home Visiting Program (MIECHV), and United Way staff to implement the principles of family engagement to support families in their roles as their child's primary educator. FSM should support parent/child interactions promoting school readiness and healthy development, and enhance family leadership and advocacy skills through participation in the ECE program and other center and community based leadership opportunities. *\*This is a full-time position with assigned duties and responsibilities specific to activities relating to family engagement and Early Childhood Education.*

### B. DUTIES

- a. Assume responsibility for family support services and community partnership activities of the preschool program in accordance with the community partnership activities and in collaboration with ECE staff.
- b. Work in coordination with early childhood supervisor, staff, parents and community partners for collaborative planning and implementation of events and activities such as the development of the program services for young learners, parent meetings/conferences, home activities, etc.
- c. Assist the program in developing engaging relationships between the preschool and parents/guardians of preschool children to support student learning and development.
- d. Empower parents/caregivers by building their capacity and enhancing knowledge and skills to create a seamless transition from pre-k to kindergarten through parental involvement plans that encourages participation in classroom learning, home activities, parent/teacher conferences, parent group informational meetings, etc.
- e. Assist families to complete a family self-assessment to identify family strengths, goals, and provide resources and referrals to meet applicable needs.
- f. Ensure on-going monitoring, tracking, follow-up and analysis of family and community services, including attendance and outcomes.

### C. COMMUNITY IMPACT

- a. A seamless transition to kindergarten begins with collaboration through Early Childhood Services. For many Fort Smith families, the FSPS ECE Department is the first contact with the school district. The goal of the ECE Department is to empower families to come as they are and to help grow as they become proactive in their child's life. Family engagement occurs when ECE practitioners actively collaborate and partner with family members. Family preservation, enhancing helping healthy relationships and creating family buy-in will be the central focus.

## QUALIFICATIONS

- a. Support the staff [early childhood] and families in creating seamless transition plans that provide support for families, coordinating with appropriate staff such as the Supervisor of ECE.
- b. Work collaboratively with the ECE staff to implement innovative ideas relative to the early care and education environment (examples: shared professional development, preschool enrollment, group family connections, etc.).
- c. Coordinate and collaborate strong partnerships with local school districts and other local early childhood programs/ community partners.
- d. Organize and participate in group connection meetings for children and families.

- e. Provide training for parents/ child’s primary caregivers to understand the role of being a positive advocate for their child in education.
- f. Work collaboratively with the family to support the transition of children into Early Childhood Education Services.

**LEARNING OBJECTIVES**

**A. CAREER DEVELOPMENT**

- a. The FSM will be provided a hands on approach with emphasis in four areas: outreach and communication, family engagement, family well-being and child outcomes. The FSM will utilize the knowledge, skills and dispositions necessary for working with culturally diverse families and their children within the confines of grant rules, regulations and funding.

**B. SKILL DEVELOPMENT**

- a. The main skills the FSM will develop through the intern process will be: recruitment, budgeting, time management, communication, and problem solving.

**C. PERSONAL GROWTH AND DEVELOPMENT**

- a. Dr. James Comer of Comer School Development and Yale University states, “ No significant learning occurs without significant relationships.” Ruby Payne (2005) identifies education and relationships as being the two most important factors to moving a person out of poverty. The FSPS FSM will learn to establish relationships by building trust through empathy and building connections with children and families. Because the FSM will learn to identify and focus on family strengths, an open space for learning is created and the opportunity for growth occurs in a non-threatening, non-judgmental environment. From these strong, trusting, responsive relationships between children and adults comes the opportunity for cognitive development and literacy, social, and emotional development, as well as language and physical development, for the child and adult.

**SIGNATURE (this will be signed at the point of employment with the student)**

<b>Employee Name</b>	<b>Supervisor Name</b>
<b>Employee Signature</b>	<b>Supervisor Signature</b>
<b>Signature Date</b>	<b>Signature Date</b>