

## JOB DESCRIPTION

|                                  |                                 |
|----------------------------------|---------------------------------|
| Title: Family Advocate           | Reports to: Director of Academy |
| Department: Academy for Children | Date: June 2020                 |

**Summary:** The Family Advocate supports El Centro Inc.'s mission, vision, goals and objectives by collaborating with the Academy for Children (AFC) leadership team, staff and community partners to engage families in their children's education.

### ESSENTIAL RESPONSIBILITIES/FUNCTIONS:

|    |   |
|----|---|
| 1  | To create a nurturing environment that fosters family engagement in the education process.  |
| 2  | Assist with the enrollment process.   |
| 3  | Complete orientations to the Academy for all families.  |
| 4  | Works in partnership with community partners to support family and children needs.  |
| 5  | Work with the leadership team and teachers to provide quality family fun nights and encourage families to actively participate in these monthly events.   |
| 6  | Complete daily calls to Head Start families if the child is absent from preschool.  |
| 7  | Complete all required data entry, daily attendance, screening requirements, assessment data, cultural assessments, and family assessments in ChildPlus daily.   |
| 8  | Assist with creating and distributing a weekly family newsletter.   |
| 9  | Schedule, facilitate and provide reports for the policy council meetings as part of Head Start for families enrolled in the Academy.  |
| 10 | Identifies and/or creates materials and resources that will support children and families throughout their educational experience.  |
| 11 | Working in collaboration with The Family Conservancy regarding referral of families, scheduling intakes, appointments and other related tasks to support Head Start enrollment for the Academy.                                   |
| 12 | Make appropriate referrals to community agencies for services for children and families to meet needs.  |
| 13 | Conducts home visits to provide continuity in support and promote education of social and emotional well-being of students enrolled in the program and their families.  |
| 14 | Participates in professional development necessary to increase understanding of family engagement, TFC required trainings, child screenings/assessments and other training that supports the goals and objectives of the Academy. |
| 15 | Participates in and represents El Centro, Inc. at community meetings and committees related to family involvement.  |
| 16 | All other duties as assigned  |

**KEY COMPETENCIES/SKILLS:**

- Strong Interpersonal and Relational Skills
- Strong verbal and written skills
- Problem Solving Skills
- Computer and technology skills
- Strong organizational and management skills

**POSITION REQUIREMENTS:**

- Minimum of a high school diploma, Bachelor' degree preferred but not required.
- Experience in an educational or learning environment for preschool-aged or young children;
- Knowledge of community resources;
- Bilingual in Spanish and English required

**ADDITIONAL REQUIREMENTS:**

- Attitudes, knowledge and skills to deliver culturally competent services

**El Centro, Inc. is an Equal Opportunity Employer**  
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**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_ Date \_\_\_\_\_

HR \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_