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## Auburn University Job Description

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|--------------|--------------------------------------|-----------|--------------------------------|
| Job Title:   | <b>Family &amp; Comm Engage Spec</b> | Level I   | Grade OP06 \$34,500 - \$51,800 |
| Job Code:    | <b>CA32</b>                          | Level II  | Grade OP07 \$37,900 - \$56,900 |
| FLSA status: | Exempt                               | Level III | Grade OP08 \$40,100 - \$64,200 |

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### Job Summary

The Family & Community Engagement Specialist works directly with families and children participating in the Early Head Start Program.

### Essential Functions

1. Plans, teaches, implements, and evaluates research-based educational programs and information to improve the lives of low income, under-resourced families and children participating in the Early Head Start Program.
2. Works with assigned families to establish and maintain a safe, healthy learning environment, including supervision of children. Collaborates and supports families to implement sound family life practices, extend learning into the home, and connect with community partners and schools.
3. Teaches, plans, implements, and evaluates individualized curriculum and research-based educational programs designed to improve the lives of families and children in order to promote school readiness, healthy individuals, and family functioning.
4. Ensures that parent and family engagement activities are systematic and integrated across program foundations and program impact areas, and family engagement outcomes are achieved, resulting in children who are healthy and ready for school.
5. Collaborates with partner agencies and other groups that support families and children in order to achieve positive outcomes for children of all abilities. May collaborate with partner agencies to establish and develop community resource programs where needed.
6. Documents work goals, progress, and assessments with each provider on the mentor's caseload. Ensures documentation is submitted in a timely manner.
7. Generates and analyzes assessments in order for the Family Services Coordinators to implement changes as needed to contribute to continuous quality improvements. Documents children and families' progress through ongoing observation and direct assessment activities; uses that data to plan and individualize curriculum.
8. Develops tools and systems for monitoring, tracking, analyzing, and reporting family engagement outcomes.
9. Recruits families to enroll in the Early Head Start Program.
10. Performs other related duties as assigned.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Job Family Levels

| Level | Responsibility   | Knowledge   | Education and Experience*   |
|-------|--|---|---|
| I     | Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.  | Knows fundamental concepts, practices and procedures of particular field of specialization.   | Bachelor's degree in discipline appropriate to position with no experience.   |
| II    | Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.   | Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.  | Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent. |
| III   | Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty. | Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area. | Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent. |

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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### Minimum Required Education and Experience

- Level I** Bachelor's degree in discipline appropriate to position with no experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

#### Focus of Education

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Must have a degree in Social Work, Child Development, Early Care and Education, Human Development and Family Studies, Human Services, Family Services, counseling, or related field. Within 18 months of hire, employees with a degree not related to Human Sciences must satisfy one of the following: (1) must attain certificate or licensure in program such as social work, public health, or counseling, or (2) must attain a master's degree in human services, family services, or related field.

#### Focus of Experience

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Experience in community-based education, program planning and implementation, social services, community engagement, parent education and training, caregiver training, working with families, and/or interview data collection

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Minimum Required Knowledge

See Job Family Levels

#### Certification or Licensure Requirements:

Valid Drivers License.

Within 18 months of hire, employees with a degree not related to Human Sciences must obtain licensure or certification in his/her respective field of practice. For example, employees with a degree in social work must obtain a designation of Licensed Bachelor Social Worker (LBSW), Licensed Graduate Social Worker (LGSW), or Licensed Certified Social Worker (LCSW).

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, and lifting up to

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10 pounds.

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 10/29/2019

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