



Family Connections of Northeast Ohio
Part-Time Position
Immediate Opening

Parent Partner-SPARK (Supporting Partnerships to Assure Ready Kids)

PURPOSE

The Parent Partner works directly with approximately 20 SPARK children and their families in the Cleveland Metropolitan School District through the SPARK Ohio Initiative. The Parent Partner serves as a support for SPARK children and their parents as they move along the educational path from home or child-care environments to public school. This position requires a commitment to families, an understanding and acceptance of diverse cultures and backgrounds, and the ability to work well with people.

A Bachelor's degree in social work or early childhood education and a minimum of five years of experience in an educational or social services organization is preferred.

ESSENTIAL FUNCTIONS

- 1) Honest and respectful communication
- 2) Respond to children & families with respect and consideration and treat all equally regardless of sex, race, religion, culture, or ability
- 3) Conduct assessments using developmental screening tools as directed by SPARK Ohio.
- 4) Monthly face-to-face contact with assigned children and their parents in the home and/or the child-care setting to aid in the successful implementation of the child's learning (individual) plan
- 5) Provide the support and oversight required to ensure the smooth transition from home or child-care setting to kindergarten
- 6) Be the assigned SPARK children's advocate for good early childhood care and education and for successful transition to elementary school
- 7) Attend Parent Partner meetings, trainings, and on-going professional development as required by the SPARK Coordinator
- 8) Provide linkage to appropriate learning services/programs for families and children
- 9) Communicate emergencies/critical changes to SPARK Coordinator in a timely manner
- 10) Ensure strict confidentiality regarding all matters involving children, families, and SPARK team members
- 11) Maintain clear, well organized records according to SPARK guidelines
- 12) Act as a marketing representative for the agency and SPARK Initiative
- 13) Must have reliable transportation and acceptable driving record
- 14) Must be available to work evening and weekends

Interested candidates should submit a cover letter and resume to the attention of the Family Connections SPARK Coordinator, at Shaker Family Center, 19824 Sussex Road, Shaker Heights, Ohio 44122, via fax at (216) 283-3580, or via email @ tsaxon@familyconnections1.org. No telephone calls, please.