

Job Description

Job Title: Family Coach	Supervisor: Program Coordinator
Department/Program: Family School Connection	Date posted: 12/2/2022
Full-Time 40 hours/week	Salary Range: \$17 - \$21 per hour

The Purpose of Family Coach

Partner with school staff, students, and parents to ensure they have the foundational skills and knowledge to be on track for reading at the end of the school year. The Family Coaches conduct home visits to enhance the link between home and school.

Essential Job Functions

Family Coaches are Family Connections staff who are located within a partnering elementary school and offer services at the school or in neighborhood locations. The Family Coaches role is to build a bridge between schools for kindergarten and first grade families.

1. Family Coaches work with school staff to recruit children and families who are not on track for reading based on KRA and other school assessments. Family Coaches provide push in or push out tutoring support to students during the school day.
2. Participate in weekly meetings with school staff to discuss student outcomes, to obtain student referrals and review the curriculum.
3. Family Coaches conduct bi-monthly home visits, weekly visits at school and families have an option of virtual visits.
4. Family Coaches act as coaches to facilitate sharing and modeling games, strategies, and materials with caregivers to ensure their students are on track for developing the foundational reading skills needed for reading.
5. Family Coaches offer a variety of school and community-based programming throughout the year to support families in transitioning to kindergarten (i.e., Kindergarten Kickoff, Kindergarten Discovery, ABC's Of Kindergarten and Bridge to First Grade).
6. Family Coaches attend all school events which involve parents, such as conferences, curriculum nights, PTA, concerts, festivals, etc. These events provide natural opportunities for the Family Coaches to be visible and recruit parents to their schools.
7. Family Coaches are responsible for collecting and inputting their impact data (student contacts, home visits, test data, parent attendance at FSC (Family School Connection,) programs for students, teachers, and parents into the FSC database.
8. Provide information about community resources and referrals for parents who need assistance.
9. Proficient in Microsoft Office and Google.
10. Attend FSC and Family Connection staff meetings and trainings.

Required Qualifications

Education, Training and Experience

A minimum of an Associate Degree in Education and 2 years' experience working in an elementary school setting.

This position requires reliable transportation and a driving license that is current, active, and valid. Must pass a background check.

Knowledge, Skills, Abilities and Personal Characteristics

Strong verbal and written communications skills

Able to work under pressure

Initiator of projects and activities

Self-disciplined and motivated to achieve goals independently

Maintains high level of productivity and self-direction

Culturally competent and able to work with the diversity of families served

Comfortable with taking a 2 Generational Approach to working with families

Able to deal with change

Comfortable with receiving constructive feedback

Demonstrates commitment to Family Connections' mission and programming

Creative thinker who thinks out of the box regarding working with families and schools

Preferred Qualifications

The preferred candidate possesses a 4-year degree or 5 years' experience working in an elementary school setting.

In addition, all Family Connections staff are expected to be proficient in most and continuously growing in all these

Core Competencies

Interpersonal relations and team building. Establishes rapport with others across organization; respects and collaborates with others; considers and responds to the needs, feelings, and capabilities of others; establishes an open dialogue with others; shares information and decision-making responsibility with team members

Personal integrity, professional conduct, self, and time management. Demonstrates dependability, honesty, integrity, trustworthiness, and credibility; Models appropriate professional behavior and speaks directly to people rather than at people; Accepts responsibility for own actions and willingly accepts constructive feedback; Maintains confidentiality and upholds ethical standards; Assesses own skills and identifies areas of improvement; Sets and achieves goals and works independently; Manages time effectively and completes assignments in a timely manner; Balances priorities and manages multiple tasks and projects.

Fostering diversity. Understands and embraces the differences that individuals, participants and staff bring to Family Connections; encourages and fosters the unique contributions and varied talents of diverse groups and individuals; Values, develops, nurtures, uses, and celebrates group and individual diversity; Removes barriers to participation and facilitates inclusion; Strives to ensure a friendly and harmonious environment for families and children, volunteers and staff; Treats others in an unbiased manner; Challenges the biased behavior of others.

Judgment; problem solving and conflict management. Uses discernment to evaluate each situation and determine the best course of action. Identifies important interrelationships related to a problem and solution; Supports decisions or recommendations with data and/or reasoning; Shares problem solving and supports and follows the problem solving solutions development by others; Anticipates, prevents and resolves conflicts while maintaining productive working relationships; Distinguishes between disruptive conflict and constructive differences; Identifies common interests to resolve differences and facilitates conflict resolution; Recognizes boundaries and does not participate in conflicts that are not theirs to manage.

Working Conditions

Family Coaches are required to work on weekdays, weekends, and evenings to meet the scheduling needs of the families we serve. Family Coaches will spend most of their time in schools, homes and in the community. Must be able to lift 20 pounds.