

Healthy Start Family Center Coordinator

Definition

Under the direction of the Director, Special Programs, provides administrative leadership in developing, coordinating, implementing and maintaining Healthy Start Family Center programs that meet the educational, health, social service and other needs of families and children.

Qualifications

- Credential:** Possession of a valid administrative services credential or credential of equivalent authorization issued by the California Commission on Teacher Credentialing, is desirable,
- Education:** A bachelor's degree from an approved institution is required. Advanced degrees are preferred.
- Experience:** A minimum of five years of experience in public or private schools is required, including at least two years in administrative or supervisory capacity.
- Preferred Knowledge/Background:**
1. Should be familiar with case management and family needs assessment systems that include, but are not limited to: health, psychosocial, educational, vocational, and environmental needs.
 2. Should be knowledgeable about community resources and county programs that serve the needs of students and families at-risk (i.e., CHDP, Geographic Managed Care, GAIN, AFDC, local community-based organizations, etc.).
 3. Should have the ability to cooperatively work with a broad scope of community services, funding agencies, and staff.
 4. Should have an understanding of and appreciation for the cultural and ethnic pluralism of the district, state and nation, as well as knowledge of methods to assist in the development of increased self-awareness and a positive self-concept.
 5. Should have the ability to effectively write and secure grants.

Typical Duties and Responsibilities

1. Provides leadership in organizing, planning, and implementing the programs for the Healthy Start Family Centers at designated sites.
2. Supervises implementation and evaluation of grant specific activities for Healthy Start Family Centers.

Healthy Start Family Center Coordinator Typical Duties and Responsibilities - cont.

3. Provides leadership in the development of long-range plans on a district-wide basis for the expansion of Healthy Start Family Centers throughout the district.
4. Develops collaborative partnerships with the community to provide services to children and families.
5. Coordinates the Healthy Start Community Advisory Committee and collaborative steering committees for other Family Center services.
6. Plans and coordinates staff development training for Family Center site personnel.
7. Plans and coordinates staff development activities for school staffs and families in the use of Healthy Start Family Center services.
8. Serves on various community and district committees or organizations in a leadership and/or advisory capacity on matters relevant to Healthy Start Family Centers.
9. Seeks alternative revenue sources and prepares grant proposals to sustain and expand Healthy Start Family Centers services throughout the district.
10. Keeps records and prepares required reports.
11. Assists school staffs in the areas of parent involvement and parent education.
12. Responsible for budget management for all Healthy Start Family Center grant monies.
13. Promotes Healthy Start Family Center activities and opportunities throughout the community through newsletters, special announcements, programs and other marketing methods.
14. Evaluates Healthy Start Family Center classified employees.
15. Performs other duties as assigned.

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