

**ECONOMIC SECURITY CORPORATION**  
**Job Description**

**Job Title:** Family Development Assistant  
**Division:** Early Head Start/Head Start  
**Reports To:** Family Development Coordinator  
**FLSA Status:** Non-Exempt  
**Revision Date:** June 7, 2019  
**Job Classification:** Grade 3

The Family Development Assistant is responsible for assisting the Family Development Coordinator. The Family Development Assistant assists the Family Development Coordinator in the overall coordination of the volunteer efforts throughout the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Provides office support to the Family Development Coordinator.
2. On occasion, will also provide project support to other program coordinators when requested.
3. Works with the Family Development Coordinator to develop and refine effective methods and techniques for involving parents in the program.
4. Assists the Family Development Coordinator in providing support to Family Services staff to ensure quality socializations and parent meetings that meet the expressed needs of families and are an extension of the parenting curriculum.
5. Tracks non-federal share submission from centers and sites and assists in checking documentation, as directed by the Family Development Coordinator.
6. Tracks socializations, parents meetings and other various requests by the Family Development Coordinator using Google sheets.
7. Maintains other databases, spreadsheets, or files as needed by the Family Development Coordinator.
8. Manages purchase request requisitions and tracks missing receipts.
9. Provides input to the Family Development Coordinator on the Family & Community Partnership Services Plan based on Head Start Performance Standards.
10. Under the direction of the Family Development Coordinator, observes performance of Family Services staff.
11. Assists with the set up and coordination of monthly Policy Council meetings.
12. Utilizes computer-generated reports from the child tracking system to monitor family and community partnership issues and to inform the Family Development Coordinator about the areas that are not in compliance.
13. Under direction from the Family Development Coordinator, reviews child files regularly and provides corrective actions to ensure compliance with funding sources.
14. Runs reports requested by the Family Development Coordinator and organizes data charts.
15. Prepares materials for trainings according to Family Development Coordinator's training schedule.
16. Prepares resources and materials for Family Services meetings requested by the Family Development Coordinator.

**SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); and one to three months related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### COMPUTER SKILLS

Intermediate personal computer skills, including electronic mail, routine database activity, word processing, graphics, etc.

### PLANNING/ORGANIZATION

Ability to handle multiple tasks simultaneously.

### CERTIFICATES, LICENSES, OR REGISTRATIONS

Must have valid driver's license, reliable transportation, and meet Missouri automobile liability minimum requirements.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; and talk and hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. The employee is expected to perform light physical activity performing non-strenuous daily activities of an administrative nature.

The employee must possess manual dexterity sufficient to reach/handle items. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are a well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation. The noise level in the work environment is usually moderate.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Employee Name \_\_\_\_\_