

Job Title: Parent Leadership/Male Engagement Specialist	Reports To: PFCE Manager
Department: PFCE	Status: Full Year/Full-Time/Non-Exempt
Location: Central Office	Updated: January 2019

Position Overview

The Parent Leadership/Male Engagement Specialist engages parents to become leaders, and father figures of Head Start & Early Head Start children in order to assist the family to best prepare their child(ren) for a successful entry into kindergarten and beyond. Functions are to be completed in compliance with all relevant Head Start Program Performance Standards. Responsible for understanding and utilizing the PFCE Framework to engage families and communities to achieve better outcomes for children and families.

Essential Duties and Responsibilities *may include but not limited to the following:*

- Assists with the development and implementation of the parent leadership initiative.
- Partners with fathers/caregivers to further male engagement in children's lives in order to promote a child's readiness for a successful entry into Kindergarten.
- Educates father figures program-wide regarding the importance of strong male involvement in the lives of their child(ren).
- Plans a wide range of regular activities for the home, community and classroom with a focus of providing opportunities to father figures to establish a nurturing relationship with their child(ren).
 - Gathers/creates materials useful in such programming.
 - Promotes such events and messaging.
- Works to create a father-friendly environment at each center and Early Head Start event.
- Communicates and partners with children's classroom staff to best serve families/children and understands needs.
- Utilizes a broad knowledge of community resources and networks with community agencies that have a relationship to the fatherhood goals of the program.
- Attends/assists in planning monthly family meetings and other family-related events.
- Assists with the identification and recruitment of families eligible for Head Start services.
- Attends and actively participates in staff meetings and professional development opportunities.
- Conducts such other tasks and assumes other responsibilities as may be assigned.
- May be required to work two or more evenings per month.

Required Education and Experience

- Associates degree with two years of experience and/or equivalent in training and experience preferred. High School diploma/GED required.
- Preference in hiring to be provided to those individuals with a minimum of two years of professional experience working in an early childhood environment and/or working with families with young

children. Demonstrated knowledge and experience in child development and early childhood education.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Initiative
- Innovative
- Leadership
- Motivating
- Teamwork

Physical Requirement

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. While performing the duties of this job, the employee is regularly required to talk or hear. This is largely a sedentary role; however, some filing is required; it would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned to meet the ongoing needs of the agency. Employees in this position must be able to perform the essential job functions of this position, with or without reasonable accommodation. If you require a reasonable accommodation to perform these job functions, please contact the Benefits Specialist.