

**TEHAMA COUNTY DEPARTMENT OF EDUCATION**  
**JOB DESCRIPTION**  
**FAMILY RESOURCE LIAISON I, II, III**

**DEFINITION:**

Under the supervision of the School Readiness/First 5 Program Coordinator, deliver programs, including early childhood education, parenting activities, and maintain campus family resource center(s). Act as a communication link between participating family members, community organizations, agencies, and educators.

**ESSENTIAL FUNCTIONS AND JOB DUTIES:**

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Conduct needs assessments; develop case management plans for children and families.
- Establish and maintain positive and collaborative working relationships with families, First 5 staff, consultants and school district staff.
- Develop site programming to promote school's readiness for children, children's readiness for schools, and community asset mapping for families.
- Participate in activities and events; includes set-up, food preparation, and clean-up.
- Coordinate overall site activities to assist Coordinator in administrative details related to all programs; prepare and accurately maintain a variety of reports, documentation, records, and files relating to the program.
- Develop and distribute information to families about actions, activities, and schedules for programming.
- Maintain frequent contact with families through home visits, office appointments, and telephone conversations, in a case management fashion.
- Provide translation services on behalf of families as needed.
- Coordinate, partner with, and oversee volunteers and other contract providers for on-site programming and activities.
- Attend collaborations, trainings, and other meetings as directed.
- Participate in cross-training activities with other agencies including presenting when directed.
- Prepare a variety of correspondence, reports, and statistical information.
- Develop and/or translate English/Spanish flyers, letters, schedules, memoranda, and other documents as needed from rough drafts or verbal instructions.
- Advocate for and refer families to other services as needed.

- Transport families utilizing program vehicles (8 passenger van) to and from activities and medical and dental appointments in surrounding communities.
- Develop and design curriculum/lesson plans for children 0-5 and their families for basic early learning activities.
- Assist in the design and implementation of annual School Readiness Fair and other activities that include collaborative partners.
- Other duties as assigned.
- Drive frequently for department business.

#### QUALIFICATIONS:

High school education or equivalent.  
 Bilingual, biliterate, and bicultural (English/Spanish).  
 California driver license and evidence of insurance.

#### Knowledge of:

Policies, procedures, methods, techniques, and strategies utilized in dealing with sensitive and confidential client, school, and community problems, issues, and concerns.  
 Child development, parenting, and social services.  
 Community resources, advocacy, and networking skills.  
 Current Child Welfare laws and policies, including child abuse reporting policies, rules, and procedures.  
 Operation of standard office machines, equipment, computer, and necessary software applications.  
 Car seat safety and use in vehicles.

#### Ability to:

Demonstrate initiative in developing and maintaining effective relationships with the public.  
 Work with families from diverse cultures, be flexible and able to work with families in multiple settings.  
 Effectively represent the School Readiness program and lead groups.  
 Be flexible in daily schedule for attendance at functions.  
 Work independently and as a member of a team to implement program objectives.  
 Speak, read, and write in both English and Spanish, and serve as an appropriate English or Spanish speaking model as required by the assignment.

#### EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

EXPERIENCE:

Working knowledge of child development, parenting, and social services. Policies, procedures, methods, techniques, and strategies utilized in dealing with sensitive and confidential client, school, and community problems, issues, and concerns.

Education:

**Level I Minimum Educational Requirements:**

High School diploma or equivalent.

**Level II Minimum Educational Requirements:**

High School diploma or equivalent.

12 ECE\* units

**Level III Minimum Educational Requirements:**

High School diploma or equivalent.

A.A. degree (with 24 ECE\* units) or Child Development Preschool Teacher permit.

*\*Early Childhood Education units based on Child Development Permit Matrix (Attached)*

PHYSICAL DEMANDS:

Ability to lift and assist infants and toddlers in program activities, including getting in and out of vehicles.

Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.