Richland County CUSD#1

Birth to 3/Prevention Initiative

REFLECTIVE SUPERVISOR/PARENT COORDINATOR

Qualifications: Professional Educator License or ~~with School Counselor and/or Social Worker Endorsement and/or Masters Degree in Education, Social Work, or Educational Psychology & Guidance~~

~~Or~~

~~Professional Educator License with Elementary or Early Childhood Endorsement~~

~~Aptitude for working with children & families and/or background in Early Childhood Education~~

BA in Human Services, Social Work, Early Childhood Education or related field. Five (5) years combined experience preferred. Experience in family engagement, supervision of staff and in the development of comprehensive quality program plans preferred. Ability to interact positively with program participants, agency representatives, and the community-at-large.

Status: Exempt

Reports to: Program Administrator/Building Administrators

Employment: TBD by Grant Funding at least ~~190~~ 180 days

Performance Responsibilities:

1. Develop a relationship with fellow staff that offer mutual respect, creating opportunities for safety, and trust.
2. Implement reflective strategies to foster growth, reinforce strengths, encourage resilience and facilitate positive change.
3. Help staff to become comfortable expressing their feelings, problem-solving, and strategizing.
4. Attend at least one home visit or group event with each parent educator on a ~~weekly~~ quarterly basis.
5. Meet with individual staff for reflective supervision on a ~~weekly~~ monthly basis.
6. Provide support and help parent educators in providing services to “at-risk” families.
7. Facilitate team meetings on a ~~bi-monthly~~ monthly basis.
8. Review parent educator student files to ensure timely compliance with program and state requirements.
9. Participate in a monthly meeting with program administration.

10. Collaborate and assist the ~~Prekindergarten Parent Coordinator~~ staff in planning and providing monthly workshops and parent support groups.
11. ~~Collaborate and assist the Prekindergarten Parent Coordinator in planning and providing monthly Family Fun Nights that are attended by PreSchool for All and P.I. students and their families~~. Collaborate and assist with planning and coordinating family activities for both the Preschool for All and Bright Beginnings Programs.
12. Collaborate, help facilitate and attend Local Interagency Council Meetings to collaborate and assist other community agencies in providing services to families "at-risk" in Richland County.
13. Establish community relationships that foster a collaborative approach of support for "at-risk" families within the community.
14. Develop and coordinate ongoing outreach activities to locate families most in need of services.
15. Develop, locate and/or provide initial training and reviews for Prevention Initiative staff in key areas related to growth, development and safety of young children aligned with the 8 designated areas.
16. Assists in screening children for the Preschool for All Prekindergarten program during preschool screenings and individual screenings throughout the school year.
17. Attend Early Childhood conferences and workshops during the school year.
18. Attend Parental Training meetings on the state and local level to receive information on ways to improve the program and for additional funding sources if available.
19. Collect data throughout the school year on the effectiveness of the Parental Training Program. This information is compiled and sent to the Illinois State Board of Education at the end of the school year.
20. Complete initial contact, intake procedures, enrollment documentation, and initial home visit for new families joining the program.
21. Perform other duties as assigned.

RCCU #1 ~~Prevention Initiative~~ Reflective Supervisor/Parent Coordinator:_____

RCELC Director/Administrator: _____

Date _____

Signatures above indicate that the employee has reviewed his/her job description with the immediate supervisor and understands a copy will be placed in the personnel file.

Amended November 17 2026