

JOB TITLE: SOCIAL SERVICES COORDINATOR

JOB DESCRIPTION:

This employee is responsible for overseeing recruitment, enrollment and social services for targeted students and families in accordance with state and federal regulations. In addition, this employee provides district-wide administrative support.

Duties of this position include but are not limited to:

1. Providing support to district-level administrative staff in developing and implementing recruitment, selection and enrollment procedures for targeted students and families in compliance with federal and state regulations.
2. Coordinating with community partners and agencies to reach the neediest populations.
3. Establishing and maintaining cooperative relations with other staff, families and agencies for successful delivery of services.
4. Assisting with the oversight and coordination of program social services and family involvement efforts.
5. Preparing and maintaining accurate records and documentation.
6. Assisting with the training and development of social services staff.
7. Assisting with data collection, monitoring and reporting requirements related to enrollment and social services.
8. Communicating effectively with parents/guardians, community partners and staff.
9. Developing program outreach and public awareness materials.
10. Recommending program modifications for continuous improvement of services.
11. Demonstrating initiative in fulfilling performance responsibilities.
12. Keeping abreast of laws, regulations, and policies in the assigned area of responsibility.
13. Performing other duties as assigned.

REQUIRED QUALIFICATIONS:

1. Minimum of Associate's degree.
2. Experience coordinating recruitment, enrollment and/or social services functions.
3. Effective communication skills.
4. Computer or data entry skills.

DESIRED QUALIFICATIONS*:

1. Bachelor's degree.
 2. Experience in public school setting.
 3. Experience in Head Start, or Early Head Start.
 4. Experience in a like position.
 5. Ability to organize, prioritize, and manage time and schedules.
 6. Experience in social services.
- Current and former parents or guardians of children served by the Prekindergarten/Head Start program must receive preference for employment in vacancies for which they apply.