

**POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS**

May 2014

SECTION I: GENERAL INFORMATION

Position Title: Early Childhood Outreach Specialist	Department: Community Services
Immediate Supervisor's Position Title: School Readiness Lead Teacher and ECFE Lead Teacher depending on location and assignment	FLSA Status: Non-exempt
Band/Grade/Subgrade: B-3-2	Bargaining Unit: Community Services Staff
Job Summary: Under the general direction of the School Readiness and ECFE Lead Teachers, the Early Childhood Outreach Specialist is responsible for supporting the early childhood programs in outreach to Spanish-speaking families with young children and in the facilitation of these families in the early childhood programs offered by the Community Services Division	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Support the Bridges to Kindergarten program (approx. 50 hours in the summer)
Percent of Time:	5%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Assist in the classroom • Prepare materials for program in English and Spanish • Provide translation and interpretation at program sites and events 		
Duty/Responsibility No:	2	Statement of duty/responsibility: Support the Family School family literacy program
Percent of Time:	25 %	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Assist in the classroom (10 hours/week) • Make transportation arrangements for families (1 hour/day) • Provide translation and interpretation for materials, at program site and events • Provide home visits for families (2 times/year) 		

Duty/Responsibility No:	3	Statement of duty/responsibility: Support the Hand in Hand Preschool School Readiness program.
Percent of Time:	50 %	

Tasks involved in fulfilling above duty/responsibility:

- Assist in the classroom with bussing and small group support.
- Provide translation interpretation at program site and events
- Clerical support (1 hour a week)

Duty/Responsibility No:	4	Statement of duty/responsibility: Support the early childhood screening services
Percent of Time:	5 %	

Tasks involved in fulfilling above duty/responsibility:

- Conduct child screenings in Spanish as needed
- Provide clerical support such as phone calls, record keeping
- Provide translation and interpretation for materials, at program site and events

Duty/Responsibility No:	5	Statement of duty/responsibility: Conduct outreach activities in support of the early childhood programs and services
Percent of Time:	15 %	

Tasks involved in fulfilling above duty/responsibility:

- Attend Northfield WIC monthly events on a regular basis
- Attend other family events targeted at the Spanish speaking families
- Participate in additional events as directed by lead teachers
- Participate in meetings impacting the Spanish-speaking community
- Conduct additional outreach efforts as assigned

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
	less than high school diploma	Major field of study or degree emphasis: Prefer experience in early childhood programs		
x	High school diploma or GED.			
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:	
	2nd year graduate level			
	Doctorate level			
			<ul style="list-style-type: none"> • Knowledge of needs and interests of the Spanish-speaking community • Knowledge of the Community Services early childhood programs and services • Fluency in the Spanish language, both written and oral. 	

Required Work Experience in Addition to Formal Education/Training: Requires a minimum of one year directly related work experience in early childhood.

Required Supervisory Experience:

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring:
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Applying outreach strategies to promote, advertise, and inform the community. • Applying judgment and discretion in handling problems and issues in accordance with the policies and procedures of the District and division. • Using computer and related software applications and general office equipment, e.g. copiers, facsimiles and phone. • Communication, interpersonal skills as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information, speak before groups and make presentations, to receive work direction and to market programs, address, negotiate or resolve issues/conflicts appropriately.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

Titles of Positions Directly Supervised	# of Employees
	0
TOTAL	

INDIRECT SUPERVISION:

Number of employees indirectly supervised:	Total:
Mentors	0

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit		X		

Use hands dexterously (use fingers to handle, feel)		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds		X		
up to 25 pounds				
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 10 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

Classification History: