

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Head Start Family Services Advocate	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Director Head Start	<b>Pay Range:</b>	750
<b>Dept./School:</b>	Head Start	<b>Date Revised:</b>	12/03/2020

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**Primary Purpose:**

The Family Services Advocate will work to ensure that all aspects of the social service, health, and parent involvements components meet or exceed the requirements set forth in the Head Start Performance Standards and the policies set forth by Plano ISD Head Start. They also coordinate family and community activities that promote healthy living and overall success of the family unit. Family Advocates act as a liaison between families, staff, the community, and other family-related services. Lastly, they are to encourage all family members to become advocates for their children and family.

**Qualifications:**

**Education/Certification:**

High School Diploma or equivalent

**Special Knowledge/Skills:**

Proficient computer skills

Ability to speak, understand, read, and write English and Spanish

Ability to provide written and oral translations from English to Spanish

**Preferred Experience:**

Initial TB testing and ongoing wellness screenings as required by the Head Start Program Performance Standards

Proficient technology and organizational skills

Ability to speak, understand, read, and write English and Spanish

Ability to provide written and oral translations from English to Spanish

**Major Responsibilities and Duties:**

Collaborate with the Family Services Social Workers to plan and conduct parent workshops relative to family needs and goal assessment

Work cooperatively with the Family Services Social Workers to identify and use community resources to meet the basic needs of families

Support the Head Start program service areas with word processing and translation for flyers, reports, and other documents needed for parent meetings/training activities

**Job Title:** Head Start Family Services Advocate

Provide assistance and maintain cooperative relations with the community agencies and Head Start personnel

Assist with preparation and implementation of the Family Services Plan which outlines parent involvement and social services in compliance with Federal Performance Standards

Assist families in utilizing community resources, including medical, dental, social, educational, and occupational

Track follow up needs such as Family Partnership Goals, health, dental, nutrition, growth assessments, hearing, and vision concerns and provide service area manager(s) with information

Recruit, support, and document all volunteer activities

Input data into the Head Start on-line data management system

Assist with planning and preparation for annual self-assessment, family events, and case management for families with acute needs

Assist with recruitment, application, intake, registration, and enrollment procedures

Coordinate, conduct, and/or assist with program activities such as school pictures, parenting classes, and Parent Committee

Support Director with translation support, sending parent messages on School Messenger, and Child Plus data management system

Assist with keeping website and social media sites up to date

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

**Equipment Used:**

Copy Machine, Computer, Printer, Voice Mail Phone, Fax

**Working Conditions:**

**Mental Demands:**

Ability to communicate effectively; maintain emotional control under stress; work with frequent interruptions.

**Physical Demands/Environmental Factors:**

Frequent stooping, bending, and walking while carrying an infant up to 25 lbs.; occasional prolonged and irregular hours; occasional lifting of up to 50 pounds. Prolonged use of computer and repetitive hand motions.

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**Acknowledgement:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator **Date:** 12/03/2020

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_