

Supervisor, Coordinated Family and Community Engagement Grant-Weymouth Public Schools

Job Description:

The Coordinated Family and Community Engagement (CFCE) Supervisor plans, implements, and evaluates goals, objectives, and action steps that will maintain the integrity and success of the CFCE grant initiatives in full compliance with MA Department of Early Education and Care mandates and requirements.

Specific Duties:

- Provide parenting education focused on early literacy using research-based practices
- Provide support to playgroup facilitator(s) and ensure the alignment of curriculum to MA Early Learning guidelines
- Develop a monthly calendar of activities for children and families
- Provide universal and targeted outreach strategies to reach and meet the needs of all children, including special education children and especially those with multiple risk factors and/or hard-to-reach populations
- Provide linkages to comprehensive services to ensure that families have access to services that support their families well being and children's development
- Increase knowledge of and access to high-quality early education and care programs and services for families with children ages 0-5
- Facilitate collaboration and community planning among parents, local early education and care providers, public/private schools, and other community members
- Provide support and information to families with children transitioning from home to school, within the preschool environment, and from preschool to Kindergarten
- Support early education and care programs across the public and private sectors in delivering high-quality services
- Develop and maintain systems that track a range of data outcomes, including participants, referrals, activities, and volunteer/in-kind donations, to enable accurate monthly reporting.
- The ability to manage a budget and coordinate all fiscal oversight of grant initiatives.
- Develop and maintain resources for families, which include, but are not limited to, community resource guide, community resource library, active and updated website
- Coordinate and facilitate monthly CFCE Advisory Council meetings and encourage community participation through partnerships with other community agencies to develop appropriate programming to meet grant initiatives
- Attend all MA Department of Early Education and Care informational meetings and training sessions

Required:

- Strong oral and written communication skills
- Experience with grant writing

- Strong organizational skills
- Microsoft Office and/or Google database management knowledge
- Early Childhood and or Special education knowledge or experience
- Experience working with ethnically and economically diverse populations
- Ability to develop strong working relationships with others (families, agencies, and community partners)
- Ability to lead others and work independently
- Knowledge of current Massachusetts Department of Early Education and Care system
- Familiarity with Weymouth Early Childhood programs
- Some travel required for Statewide Meetings and Training

Administrator:

- Overall management and direction of the grant program

All fiscal responsibilities including:

- All grant writing research and reporting for CFCE, literacy, and STEM
- All quarterly reporting to EEC
- Monthly financial report for Advisory Council
- All budgeting, including amendments to grant
- Mandatory attendance at all Advisory Council Meetings
- Support to Coordinator
- Support and guidance for all CFCE programming
- All purchase orders, billheads, and expenses
- All deposits
- Processing of daily registration fees