

Montclair Public Schools

Personnel Department
JOB DESCRIPTION

Title: Preschool Community Parent Involvement Specialist

Qualifications:

- Bachelor's degree
- At least 3 years experience in early childhood education preferred
- Demonstrated social, communication and interpersonal skills
- Must possess strong managerial and leadership skills
- Ability to work in the community during evening hours as required
- The ability to create and maintain a climate of respect and fairness for all stakeholders
- Must possess a strong commitment in equity and be able to communicate this commitment in clear, direct and actionable language
- Demonstrated ability to work collaboratively in a diverse school community
- Ability to make oral presentations before large/small groups
- Understanding of the laws that govern students' state and federal rights
- Bi-lingual a plus but not required
- Required criminal background check and proof of US citizenship or legal alien status
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Responsible to: Superintendent or Designee

Job Goal: Work closely with the PreK families, community partners, staff and Early Childhood Advisory Council to create, support and strengthen strategies and activities for family engagement which focus on the social, emotional and academic success of all students in the PreK program.

Performance Responsibilities:

- Leads the work of the Early Childhood Advisory Council (ECAC) an advisory group of community stakeholders interested in the education and welfare of children in preschool through grade three that is convened by the school district (N.J.A.C. 6A:13A-1.2).
- Works with the Preschool Supervisor to contact potential members of the ECAC and advise them of their responsibilities and tasks throughout the year.
- Serves as support for families as children move from preschool through grade three.
- Oversees community-wide planning and the district family services under the direction of the Preschool Supervisor.
- Facilitates a community needs assessment; surveys families and invites them to regularly scheduled meetings.
- Ensures the ECAC meets quarterly during the year.
- Organizes ECAC meetings and other family meetings; takes notes, shares notes, reports back to the Preschool Supervisor.
- Coordinates work with other school district professionals and community agencies and providers.
- Holds meetings and conferences with families and community partners.

- Communicates accurately and timely with families to ensure a continuous school-family partnership exists.
- Works to eliminate barriers for families and assists them with training and materials on how to monitor student progress; assures materials sent to families is understandable.
- Reviews family needs and concerns and relates all to the Supervisor for further evaluation.
- Ensures preschool teachers and staff are informed of available supports and will be able to direct families to the Community Parent Involvement Specialist.
- Will work closely with the Master Teacher and Supervisor to meet regularly with all contracted providers and invite and encourage families to attend professional development.
- Guides the ECAC to produce a quarterly newsletter with all significant achievements, goals, and vision for moving forward, sharing curricula and strategies used in classroom settings for covering the curricula.
- Monitors a “contact us” webpage along with the Supervisor to be attuned to questions from families and encourage two-way dialogue and conversation.
- Helps the ECAC to establish SMART goals and a rubric to review yearly with all stakeholders; shares results on the website.
- Assumes other related responsibilities and duties as directed by the Superintendent.

Terms of Employment: This is a full-time position. 10 (or 12) month, salary as determined by the Board. This is a PreK Grant funded position.

Evaluation: Performance of this job will be evaluated annually in accordance with the Board’s policy on evaluation of administrative staff.

Established: 10/2022

Revised: 11/2023

The Montclair Public School District encourages people with disabilities, minorities, veterans and women to apply. Applicants and employees will not be discriminated against on the basis of any legally protected category.

EEO/AA/Vet/Disability Employer