

## POSITION GUIDE

**Position Title:** Early Head Start  
Family Engagement/Enrollment  
Specialist  
**Department:** ECSES  
**Reports to:** Early Head Start Director

**Code:**  
**Group:** Head Start  
**Date:** July 2025

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### PURPOSE OF POSITION:

The Early Head Start Family Engagement Specialist is responsible for coordinating family and community engagement activities in accordance with the Head Start Performance Standards for the Early Head Start programs in Lancaster and Lebanon Counties.

### ESSENTIAL FUNCTIONS:

*All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:*

- *prompt responsiveness to inquiries*
  - *professional and courteous verbal and nonverbal communication*
  - *proactive problem solving*
  - *embody the IU13 Keys to the Culture*
1. Serve as the Early Head Start liaison and primary contact for Policy Council members; coordinate Policy Council meetings and related committee meetings in conjunction with EHS Director.
  2. Provide ongoing recruitment and enrollment of eligible children, for the Early Head Start Programs as well as communicate program information to interested families and community partners.
  3. Establish and maintain current waiting lists, categorized by program, eligibility and priority for children and families.
  4. Establish and monitor children and family records within the guidelines of the Head Start Performance Standards and EHS regulations in the data management system, as well as obtain and enter family engagement and volunteer data from staff.
  5. Monitor grant funding requirements via attendance monitoring and child replacement as defined by the Head Start Performance standards.
  6. Provide training and guidance to the Early Head Start staff and Family Services Committee to review, develop and implement an annual child recruitment and selection plan.
  7. Oversee the scheduling and planning of family engagement activities for enrolled children and families within a variety of locations and settings in Lancaster and Lebanon Counties, as well as actively participate in the activities.
  8. Schedule, plan and attend center-based Parent Meetings and Parent Trainings.

*This is not a complete itemization of all facets of this position.*

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9. Responsible for tracking and increasing program volunteers in accordance with the Head Start Performance Standards. This includes providing information/education to parents about volunteer opportunities; developing and delivering volunteer training, ensuring the background check/clearances are performed as outlined in the Volunteer Policy.
10. Compile data related to family engagement to support the submission of program reports, such as the Monthly Leadership/Family Engagement Reports and the annual Program Information Reports.
11. Establish and maintain community partnerships by participating in local events in order to recruit eligible families.
12. Adheres to the established work schedule through regular and consistent attendance.
13. Proactively works as a team member to solve/assist with problems, issues and opportunities.
14. Performs other duties as assigned or requested by Program Supervisors.
15. Staff must observe all LLIU requirements governing FERPA, HIPAA, and any LLIU policies on FERPA and/or HIPAA's policies and notices of privacy practices.

### **MARGINAL FUNCTIONS:**

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

### **KNOWLEDGE & SKILL REQUIREMENTS:**

<b>Education Required:</b>	Associates degree in Human Services or related field.
<b>Experience Required:</b>	Experience working with families.
<b>Computer Skills:</b>	Strong computer skills: programs can include but not limited to Microsoft Office Suite, Web based programs, and data management systems.
<b>Language Skills:</b>	Bilingual in Spanish/English preferred

### **SUPERVISION OF PERSONNEL:**

N/A

### **PHYSICAL/MENTAL/ENVIRONMENT:**

Physical Demands:

Activities:	Sit: 60% Walk/stand: 40% Driving to other locations: 25%
Lifting:	Up to 20 lbs., lifting of light boxes and office material
Vision:	Close concentration; constant viewing/use of computer screen

Mental Demands: Decision making, interpret, analyze, and problem solve

Environment:

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