



Nurturing children. Strengthening families.
Building community.

JOB DESCRIPTION

JOB TITLE: Bilingual Family Engagement Kindergarten Navigator **STATUS:** Full-Time Exempt

Job: Code: FES0423

Date: April 2023

The Bilingual Family Engagement Kindergarten Navigator serves as an ambassador for Imprints Cares. Imprints Cares is an early childhood education nonprofit where our mission is to Nurture Children for Lifelong Success. The kindergarten navigator is responsible for working with families and their children who are entering kindergarten and identify as needing additional support. Through positive parent education and family support, the kindergarten navigator will work closely with our PAT family educators to build a strong relationship with the families and enhance the child's transition into the school system while empowering parents to advocate for their child's education.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Facilitate Parents as Teacher home visitation curriculum in accordance with model fidelity.
- Responsible for providing information on parenting skills, normal child development, appropriate discipline strategies, nutrition, and other developmental topics as applicable.
- Build engaging relationships with families that promote positive interactions and open communication.
- Implement Triple P parenting strategies to promote healthy social and emotional behaviors in their children.
- Establish goal-centric relationships, provide support and resources to help families achieve their goals.
- Work collaboratively with families to identify and address barriers; refer to other community resources.
- Build a strong relationship between home and school; connect with teachers through classroom visits.
- Build and maintain a full caseload of approx. 25 families, scheduling home visits once a month.
- Maintain detailed file of each family visit. Responsible for updating clients' files after each visit.
- Responsible for screening children using appropriate screening tools.
- Responsible for screening parents using appropriate screening tools, which may include but are not limited to Keys to Interactive Parenting Scale and Learning Styles Questionnaire and creating an action plan with parents based on results.
- Make early intervention and other community agency referrals as applicable.
- Works collaboratively with PAT family educators to plan, facilitate, and engage in group education opportunities.
- Collaborates with community partners to promote community outreach/educational opportunities.
- Committed to continuous quality improvement. Open to sharing opportunities for improvement and actively participate in the development of innovative ideas to enhance family engagement programming.
- Represent Imprints Cares at community meetings.
- Responsible for attending monthly staff meetings, professional development opportunities, and agency wide retreats and meetings.

The above list of duties is intended to describe the general nature and level of work performed by people assigned to this classification. It is not to be construed as an exhaustive list of duties performed by the people so classified, nor is it intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

- Strong commitment to accountability, measuring outcomes, and high-quality engagement with families.
- Serves as an ambassador of Imprints Cares; is actively engaged in driving the mission of the organization.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in child development, sociology, education, psychology or related field.

Fluency in Spanish Required.

2 years supervised experience working with young children.

Strong interpersonal communication skills - adept at leading meaningful conversations. Experience with motivational interviewing, parent training, and/or counseling.

Team player who works collaboratively with others.

Respects diversity with an inclusive attitude.

Exhibits strong leadership skills: Self-confident, cooperative attitude, dependable, and strong moral compass.

Committed to professional development.

Ability to lift 25 lbs.

Successful completion of PAT and Triple P accreditation within 3 months of employment.

REPORTING RELATIONSHIP:

The Family Engagement Kindergarten Navigator will report directly to the Expanded Learning Assistant Director of Programming with a secondary reporting responsibility to the Director of Expanded Learning.

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