

**Family Educator / Family Support Specialist**  
**ISBE Preschool For All Expansion Program**  
**Sample Job Description**

**Purpose:** The Family Educator will work collaboratively with families, education staff and community partners to ensure that the program meets the needs of the whole child and supports parents/guardians in addressing family needs and setting and achieving ambitious family goals.

**Key activities:**

**Eligibility and Recruitment**

- Support program efforts and outreach to identify and recruit the most at-risk children in the community.
- Educate families about the importance of early learning programs and support families in completing the screening/enrollment process.
- Educate families about benefits and importance of regular attendance and connect families to resources as appropriate.
- Identify and develop potential partnerships with community entities with access to priority populations.

**Comprehensive Services**

- Assess family needs and help them in identifying goals for themselves and their children. Refer families to community resources to support comprehensive needs.
- Maintain clear, written case notes that document family needs and goals, resources provided to address those needs/goals and family progress.
- Coordinate family meetings and workshops to educate families in the areas of child health, mental health and development.
- Assist families in establishing a medical and dental home for their children to ensure access to consistent health care; support referrals to mental health resources as appropriate.
- Coordinate and conduct home visits as needed to support home-school connection, address attendance concerns and provide family supports.
- Support program in seeking out and enrolling children with special needs, including empowering families as advocates for their children.

**Parent Engagement and Education**

- Collaborate with teachers and instructional leaders to engage families in the classroom and school/site, including meaningful volunteer opportunities. Ensure that the program maintains a welcoming environment for parents.
- Engage families in a Parent Advisory Council inclusive of a diverse range of family perspectives and other leadership opportunities.
- Lead development and implementation of family education opportunities including connecting to local collaborations and community partners. Solicit family input on education offerings.
- Support communicating with families in their home language, when possible, or facilitating translation so Family Educators can communicate with all families.
- Support kindergarten transition activities for families.

**Qualifications**

- Experience in child development, early childhood education, social work or related field required.
- Commitment to supporting at-risk families and capacity to deliver comprehensive family engagement supports and services as defined by the ISBE Preschool for All Expansion grant requirements.
- Cultural and linguistic competency appropriate to community to be served.