**Position Title:**

Early Childhood Education Family Service Worker

**Reports to:**

Early Childhood Education Director

**Location:**

Achievement Schools - Central Office

Memphis, Tennessee

**About the Achievement School District:**

The Achievement School District continues to serve as the State of Tennessee Department of Education’s most intensive intervention method for schools under Every Student Succeeds Act. The Achievement School District (ASD) currently operates twenty-seven schools across the state of Tennessee. We are seeking to hire an Early Childhood Education Family Service Worker.

**Position Overview:**

The ASD Early Childhood Education (ECE) Program seeks to hire an Early Childhood Education Family Service Worker to manage and coordinate high quality wraparound services for the Achievement Schools with the ultimate shared goal of supporting family outcome goals and whole child development. The Family Service Worker will collaborate with the Early Childhood Education Program Coordinator to create opportunities for family engagement and conduct regular parent meetings/workshops to promote positive parent-school relationship. The Family Service Worker is also responsible for establishing channels of communication between teachers, the Special Education Coordinator and other related stakeholders to ensure formal linkages with service providers of early intervention and special education services for enrolled students ages 3-5 referred and identified with disabilities.

This position will report directly to the Early Childhood Education Director but will some flexibility to implement wraparound services within the Achievement Schools. The ideal candidate will have prior experience working in an Early Childhood Education regulatory environment and strong project management skills. This is an opportunity for a detail-oriented person who is passionate about Early Childhood Education and its potential to have a positive impact on early learners.

**Specific Position Responsibilities:**

* Support the Achievement Schools implementation of District, state and federal Early Childhood Education policies, procedures, and performance standards
* Facilitate and/or assist with required trainings included in the LEA plan and monitoring of annual performance rating indicators relevant to early childhood special education program services.
* Organize timelines for conducting comprehensive wrap around services and contracts for the Achievement Schools’ pre-k classrooms
* Support management of record keeping for finance, accountability and assessment data essential for stakeholders to streamline and optimize decision-making
* Establish criteria, procedures, and plans for identifying, enrolling, and serving Preschool/PreK students
* Work with the District Family Engagement Specialist to ensure each family has a "Family Partnership Agreement "to help the family move towards their goals and serving a liaison, establishing connections for community resources
* Collaborate with the ECE Program Coordinator in planning and implementing service plans for the Achievement Schools pre-k classrooms
* Report needs of children and parents to appropriate ECE and district staff. Protect the confidentiality of all information
* Collaborate with community agencies to ensure that families have accessibility to services that support their well-being.
* Assist ECE and district staff with developmental screenings, and review student records to ensure that children receive recommended services and follow-up
* Other duties as assigned by the Early Childhood Education Director

**Qualifications:**

* Experience working with young children and their families in childcare, preschool/PreK or related career field
* Bachelor’s degree in family studies, human ecology, social work, counselling, or closely related field.
* The ability to communicate clearly and sensitively with vulnerable people and their families
* Knowledgeable of Individuals with Disabilities Education Act (20 1\_J.S.C. 1400 et seq.), with the state interagency coordinating establishment requirements in Part C of the Individuals with Disabilities Education Act (20 (JVS.C. 1431 et seq.), and section 1()6 of the Child Abuse Prevention and Treatment Act (42 U.S.C. 5106a)
* Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
* Experience with office systems and software such as Microsoft Suites (Word, Excel, Power Point, Forms, Outlook, Teams, etc.), and Adobe
* Experience managing data, and developing forms to collect and share data
* Demonstrate excellent oral and written communication skills
* Other duties as assigned by the Early Childhood Education Director

**Salary and Benefits:**

Salary: $50,000. In addition, a comprehensive benefits package is included.

**To Apply:**

Please e-mail a cover letter and resume to Valencia Stone at [vstone@tnasd.org](mailto:vstone@tnasd.org) .

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