

TOWN OF MANCHESTER
POSITION GUIDE

Title: School Readiness Liaison (Grant Funded Position)
Department: Human Services
Reports To: Youth Service Bureau Director

NATURE OF WORK

Under direction of the Youth Service Bureau Director, the School Readiness Liaison will be responsible for coordination of the School Readiness Grant and Preschool Development Grant. Site monitoring will be performed by the liaison. Site monitoring will include site visits, classroom observation, and environmental surveys. Maintain ongoing communication between the Office of Early Childhood, the School Readiness Council, and the sub-grantees.

Essential Job Functions

- Staff the School Readiness Council.
- Provide outreach to the community to assist families in the enrollment process for School Readiness and other early care opportunities.
- Meet regularly with providers.
- Conduct regular site visits to monitor compliance with all of the School Readiness and Preschool Development grant regulations and develop action plans when appropriate.
- Manage, maintain, and archive records.
- Attend scheduled liaison meetings to exchange information with OEC
- Represent the School Readiness Council in the community and across the state
- Prepare grant progress and other reports.

OTHER JOB FUNCTIONS

Performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- Ability to use computer, calculator. Must have good interpersonal skills using tact and diplomacy.
- Ability to perform word processing. Ability to handle confidential information; ability to handle difficult and varied situations with employees, volunteers and/or the public.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with other employees, volunteers and the public.
- Computer proficiency in word processing programs, Power Point, spreadsheet and other document formatting techniques. Ability to prepare written records and reports. Prepare and make presentations.
- Willingness to take direction and accept supervision.
- Well-organized and strong initiative to work independently.

- Interpersonal skills to work with diverse organizations and interests to work courteously, professionally and collaboratively.

PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS

Must be mobile and able to push, pull and lift objects less than 20 pounds. Able to sit for prolonged periods. Able to perform manipulative tasks such as writing, collating, using a calculator, and skills which require hand-eye coordination such as using a computer.

Must be able to see objects closely, as in typing or reading a document. Able to hear normal sounds with background noise, distinguish voice patterns, and communicate through speech, as in using a telephone.

Must be able to concentrate on fine detail with constant interruption, attend to task for 45-60 minutes at a time, remember multiple assignments given over long periods of time, and understand the theories behind several related concepts.

Ability to get along with co-workers, supervisors, customers and the public at large.

May be exposed to dust, fluctuation in inside temperatures and electro-magnetic radiation as in computer screens.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in the field of Early Childhood Development or related area. Experience working with preschool children and preschool classroom teaching preferred. Experience in grants administration and contract management, including gathering data, evaluation and reporting methods. Must possess valid motor vehicle operator's license.

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