

# Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

**Human Resources**  
(409) 916-0107

**Head Start Family Advocate**  
Job Description

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**Reports to:** Principal-Director Head Start/Pre K

**Status:** Exempt

**Term:** 198 days

**Primary Purpose:**

Perform casework services to provide support and training to Head Start students, parents, and families so that they are able to set, meet or exceed their annual family goals.

**Qualifications:**

**Education/Certification:**

- Bachelor's Degree in Social Work or Education from an accredited college or university.

**Special Knowledge/Skills:**

- Knowledge and skill in casework methods.
- Strong consultation skills for conferencing with teachers, parents, and students.
- Knowledge of prevention and intervention, including behavior management interventions.
- Awareness and ability to access community resources.
- Excellent organizational, communication, problem solving, and interpersonal skills

**Experience:**

- Minimum two years' experience working with young children and families

**Major Responsibilities and Duties:**

**Social Work**

1. Conduct group and individual parent training sessions to enhance parent knowledge of accepting responsibility for their actions, overcoming crisis, resolving conflict, improving student attendance, obtaining job related skills, GED, decision-making skills, etc.
2. Perform casework service with parents to increase the parents' understanding, their constructive participation in meeting family goals, and their knowledge and use of available and appropriate resources
3. Refer school staff and parents to community resources
4. Routinely visit and maintain positive rapport with community resource locations
5. Solicit and obtain donations of goods and services to support program needs
6. Coordinate and integrate school and community resources

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7. Facilitate communication between school personnel and students, parents, and the community
8. Provide crisis support and counseling to students, parents, and school staffs.
9. Make routine home visits to gather information relating to students
10. Arrange for medical, counseling, WIC, etc. appointments for families
11. Assist in the planning and implementation of parent involvement activities
12. Consult with parents regarding their children's academic performance, behavior, and physical needs
13. Inform parents of their rights and responsibilities under federal and state law including compulsory attendance
14. Support campus goals of prevention to maintain a healthy and safe school environment
15. Develop and maintain effective individual and group relationships with students and parents
16. Compile, maintain, and file all physical and computerized reports, records, and other required documents
17. Comply with policies established by federal and state laws, State Board of Education rule, and board policy
18. Comply with all district and campus routines, procedures, and regulations
19. Participate in professional development activities to improve skills related to job assignment

## **Communication**

20. Maintain a positive and effective relationship with supervisors
21. Effectively communicate with colleagues, students, and parents

## **Supervisory Responsibilities:**

None

## **Working Conditions:**

### **Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress, regular district wide travel to student homes and multiple work locations as assigned, occasional evening event attendance, 198 day contract.

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_