

United Way of Western CT Job Description Form

Position Title:	SC2C Sparkler Parent Liaison	HR USE ONLY
Position Reports to (job title):	Tashi Shuler-Drakes, Project Associate, Stamford Cradle to Career Lauren Scopaz Daunais, Vice President of Strategy and Operations, Stamford Cradle to Career	__ Exempt <input checked="" type="checkbox"/> Non-Exempt

1. Organization Overview

Stamford Cradle to Career (SC2C) is a community-wide collective impact initiative modeled after StriveTogether, a national movement comprised of 67 cities across the country. StriveTogether is a movement with a clear purpose: helping every child succeed in school and life from cradle to career, regardless of race, zip code or circumstance. StriveTogether provides resources, best practices and processes to give every child every chance for success.

SC2C began in 2014 and our vision is that all Stamford youth succeed in education, career and life. Our mission is to collectively align community resources to ensure equity and excellence in education for every child, from cradle to career. Over 60 Stamford organizations are engaged with SC2C, including the Stamford Public Schools, youth-serving nonprofits, healthcare providers, civic and governmental organizations and local businesses and corporations. The goals of SC2C are bold and can be achieved only through the collective force of all stakeholders in Stamford working together:

- All Stamford infants will be born healthy
- All Stamford children will be ready for Kindergarten
- All Stamford children will be reading proficiently by the end of 3rd Grade
- All Stamford youth will succeed academically, graduate from high school and attain postsecondary degrees and/or obtain employment

SC2C is dedicated to eliminating racial inequality in education and creating opportunities for children and youth to succeed. All staff must possess an ability to work with multicultural communities.

United Way of Western Connecticut (UWWC) serves as the backbone organization for SC2C, providing fiduciary and back office support. UWWC is a growing organization focused on community change, partnerships, and improving lives in the areas of Education, Financial Stability and Health with offices in Stamford, Danbury and New Milford. UWWC is an equal opportunity employer. Individuals of diverse racial, ethnic, gender and cultural backgrounds along with bilingual candidates are strongly encouraged to apply.

2. Project Background

Sparkler is a mobile app-based service brought to Connecticut families by the Connecticut Office of Early Childhood. It promotes healthy early childhood development. Parents read three simple steps, and then put down their phones to play with their children. Sparkler helps families and educators measure how well children are doing in two ways:

- The Ages and Stages Questionnaire® delivered through a fun and engaging mobile app.
- Science-backed play activities give parents opportunity to share feedback: was this activity too easy, too hard, or just right for your child?

The Ages and Stages Questionnaire (ASQ) is a parent-completed questionnaire that may be used as a general developmental screening tool. In most cases, these questionnaires accurately identify young children who are in need of further evaluation to determine if they are eligible for early intervention services.

Sparkler offers 1,200+ activities for children from birth through 5 in Spanish and English. Each activity contains a simple recipe for play and tips for parents/caregivers including information on how an activity helps a child practice a particular skill.

3. Essential Functions

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Reporting to the Project Associate, the SC2C Sparkler Parent Liaisons should be a parent who is currently familiar with and using the Sparkler mobile app. They will be responsible for providing leadership and support to assist other parents using the app and follow up and engagement with program staff where parents are participating. The Parent Liaisons will help to streamline communication between the parents, programs and SC2C. They will assist us with parent communications and monthly (virtual, at least initially) meetings with parents to onboard them to the Sparkler app, review data, discuss their children's development, better understand how to utilize the app and provide an opportunity for ongoing feedback and support. **This is a part-time semi-virtual position. Job applicants will be required to work a hybrid position, working from home based on COVID limitations with the expectation that office work will resume in the Fall of 2021**

Essential Functions

Leadership

- Works closely with SC2C Leadership to facilitate change based on Sparkler parent feedback.
- Works closely with Sparkler parents to ensure that two-way communication is occurring on a regular basis.

Planning and Organizing

- Designs and manages regular parent engagement (monthly or bimonthly Skype or Zoom meetings, survey administration and requests for feedback)
- Works in tandem with SC2C to create specific activities for engagement to those who are social distancing and staying home and may need additional support or activities to engage with their children

Teamwork and Collaboration

- Works closely and facilitates effective communication with partners leading Sparkler work in their programs.
- Work side by side with SC2C Project Associate who will supervise and support their work and will also continue to be a support for the programmatic piece (providing updates to programs, assisting with dashboard data extrapolation and tech support).

3. Required Experience and Education

- Passion for and commitment to ensuring equity and excellence in education for children in Stamford, CT.
- Experience using the Sparkler app.
- Experience with education and social services strongly preferred.
- Excellent communication skills (oral and written)
- Ability to thrive in a collaborative, mission-driven environment.
- Bi-lingual (Spanish) strongly preferred.
- Basic computer skills, including MS Word, Outlook, Excel, Zoom and Internet searches

Resume, cover letter and salary requirements should be submitted to: Tashi Shuler-Drakes, tashi.shuler-drakes@uwwesternct.org

As a SC2C affiliate and partner, these parents would have access to acquire specific training and certification for their professional benefit (e.g. Building Trust with Community Partners and Restorative Practices for Families). Statements in this Job Description are intended to describe the general nature of work being performed. They are not intended to be a complete list of all responsibilities, duties and skills required for the position.

Approved: _____
Department Head

Date: _____