

## **Learning Community – Parent University Invitation Letter**

The Learning Community of Douglas and Sarpy Counties (the “Learning Community”) intends to shift the management of its Parent University Program (the “Program”), located at the Learning Community Center of North Omaha (1612 North 24th Street, Omaha, 68110) (the “North Center”), to a third party contractor, via a contract awarded through the request for proposal process (“RFP”) described in the attachments to this letter. Thus, the Learning Community hereby invites proposals (“Proposals”) for the management of the Program at the North Center.

Please carefully review this letter and all attachments. Proposals must be addressed to Renee Franklin and submitted no later than 4:00 p.m. (Central Time) on April 29, 2020, via the following email address: [LearningCommunity-ParentUniversityRFP@koleyjessen.com](mailto:LearningCommunity-ParentUniversityRFP@koleyjessen.com).

The Learning Community will conduct a question-and-answer teleconference on April 8, 2020 at 1pm CST. <https://zoom.us/j/341333228> Meeting ID: 341 333 228. This is the only time questions will be answered regarding the RFP and Proposals, so applicants are strongly encouraged to attend. Questions received at the above email address prior to 4:00 p.m. (Central Time) on April 3, 2020 will be compiled and answered during the April 8 teleconference. Finalists for the RFP will receive a tour of the facility at a mutually agreed upon date and time.

It is anticipated that a contract could be awarded by mid-June.

Sincerely,

Renee Franklin  
Executive Director, Elementary Learning Centers

## **Learning Community Parent University Request for Proposal Guidelines and General Conditions**

These Request for Proposal Guidelines and General Conditions (“Proposal Guidelines”) govern the completion and submission of all Proposals submitted in response to the RFP. All required aspects of the narrative and all relevant attachments must be completed and the Proposal must be signed by an authorized representative of the applicant. The Learning Community reserves the right to accept or reject any or all Proposals, or any part thereof, and to waive any technicalities. Without limiting the foregoing, failure to submit any information or documentation required by these Proposal Guidelines may be sufficient grounds for rejection of a Proposal. Proposals that attempt to change, modify or add additional terms and conditions to these Proposal Guidelines by conditioning a Proposal response on the acceptance by the Learning Community of contract terms attached to a Proposal, or referencing therein certain contract terms on a web site, may be rejected by the Learning Community.

1. **Mission of the Learning Community.** Together with school districts and community organizations as partners, the Learning Community demonstrates, shares and implements more effective practices to measurably improve educational outcomes for children and families in poverty.

2. **Eligibility.** Public and private organizations who partner with students and/or parents are eligible to respond to the RFP. Applicants must have consistently demonstrated responsible and successful fiscal management of projects with a similar scope as the Program and with project budgets in excess of one million dollars. Applicants also must have a solid reputation for working with students and families in an urban setting comprised of diverse populations (i.e. families receiving free and reduced lunch or English language learners), demonstrated experience aligning programming with community needs and proven capacity to implement and excel at new initiatives.

3. **Conflicts of Interest.** Applicable laws and Learning Community policy may limit the Learning Community’s ability to contract with organizations in which Learning Community Coordinating Council Members or Learning Community employees have financial interests or family relationships that could give rise to a conflict of interest. Please carefully review the attached Conflict of Interest Policy prior to submitting a Proposal to determine whether such a conflict may exist. The Learning Community will make the determination, in its sole discretion, of the existence of an actual or potential conflict of interest, and such determination shall be final.

4. **Program Design.** Detailed documentation regarding the Program is attached to these Proposal Guidelines, including a projected budget for the Program that is based on the Learning Community’s experience in providing the Program through its staff over the past five years. The Learning Community intends that a successful response to this RFP will include a plan and commitment by the organization to absorb Learning Community staff who are currently providing services through the Program. The Learning Community also intends that a successful response will include maintaining relationship with the Learning Community’s current partner organizations beginning in the 2020/2021 fiscal year. The documentation also includes an organization chart showing the anticipated allocation of certain responsibilities and the reporting structure with respect to the Learning Community’s Director of Family Engagement Services, the successful organization’s Program Director and his or her supervisor. The Program will be located in a facility leased by the Learning Community and operated by a lead organization selected through this RFP process.

5. **Funding.** Funding for the Program will be primarily provided by the Learning Community through its Elementary Learning Center levy authority. The Learning Community has attached a tentative budget to these Proposal Guidelines. The Learning Community anticipates that indirect expense will not

exceed ten percent (10%). In the future, it is anticipated that the selected organization will partner with the Learning Community to fundraise to support program growth.

6. **Proposal Submission Deadline.** Proposals must be no longer than five (5) pages and must be received via the email address below, no later than 4:00 p.m. (Central Time) on April 29, 2020. Proposals should be sent to Renee Franklin, Executive Director of Elementary Learning Centers, at [LearningCommunity-ParentUniversityRFP@koleyjessen.com](mailto:LearningCommunity-ParentUniversityRFP@koleyjessen.com). Proposals sent in any manner other than through the email address provided will not be reviewed.

7. **Meeting / Questions.** Questions regarding the RFP or Proposals may only be submitted via email to: [LearningCommunity-ParentUniversityRFP@koleyjessen.com](mailto:LearningCommunity-ParentUniversityRFP@koleyjessen.com). The Learning Community will conduct a question-and-answer session on April 8, 2020 at 1pm. This is the only time questions will be answered regarding the RFP and Proposals, so applicants are strongly encouraged to attend or to send a representative. Questions received at the above email address prior to April 3, 2020 at 4:00 p.m. (Central Time) will be compiled and answered at the April 8 meeting.

8. **Corrections / Withdrawals.** Correction of a Proposal may be made by an applicant prior to 4:00 p.m. (Central Time) on April 29, 2020. Any corrections to a Proposal must be submitted electronically to [LearningCommunity-ParentUniversityRFP@koleyjessen.com](mailto:LearningCommunity-ParentUniversityRFP@koleyjessen.com) and include "CORRECTION" in the subject line. Proposals may only be withdrawn by written notice received by the Learning Community prior to 4:00 p.m. (Central Time) on April 1, 2020.

9. **Timeline Following Submission.** The Learning Community will be in contact with final applicants by the end of May to ask any additional questions or to begin negotiating final terms. It is anticipated that a contract could be awarded as soon as mid-June 2020. Program implementation will be expected by no later August 1, 2020. The anticipated performance period will run through August 31, 2023, with an option for the Learning Community to renew the contract based on performance.

10. **Award.** Approval of a Proposal by the Learning Community does not constitute a contract between the Learning Community and the bidder, and no contract shall be deemed created, nor shall the Learning Community be obligated in any manner to the applicant, until such time as a contract is executed by the Learning Community.

11. **No Assignment.** The organization awarded the contract shall not assign, delegate or transfer the contract, or any interest or obligation therein, in whole or in part to any other person or entity without the prior written consent of the Learning Community.

12. **Subcontracting.** If an applicant intends to utilize subcontractors for the performance of any services relating to management of the Program, the applicant must state such intention in the Proposal. The Learning Community shall have the right to prior review and approval of any such subcontractors. Any approved subcontractor shall meet all requirements of the contract and be the direct responsibility of the applicant.

### **Learning Community Parent University Proposal Narrative**

13. **Organizational History and Capacity** (2.5 pages maximum).

a. Provide relevant background on your organization with details on capacity and qualifications that include:

- i. Experience with education enterprises including both early childhood (birth to 8th grade) and adult/parent education;
- ii. Evidence of successful service relationships with community members, particularly from those diverse racial, ethnic, and language backgrounds;
- iii. Evidence of successful partner relationships with community organizations in the provision of services to community members, particularly those from diverse racial, ethnic, and language backgrounds;
- iv. Evidence of successful experience in human resources management including recruitment, selection, training and supervision;
- v. Evidence of developing high quality communication materials including brochures, websites and press releases;
- vi. Evidence of successful fiscal management of projects of similar scope as the proposal and project budgets ranging over \$1.5 million dollars;
- vii. Evidence of successful experience managing to results and working with developmental evaluation approaches;
- viii. Evidence of funding or partnerships with public entities; and
- ix. Evidence of large fundraising initiatives.
- x. Certification that the Learning Community's accepting your Proposal will not create an actual or potential Conflict of Interest, as defined in the Learning Community's Conflict of Interest Policy (attached).

14. **Operational Plan for the Program** (2.5 pages maximum).

- a. Provide an operational plan for Program management to include:
  - i. Processes to develop necessary training and support for a program director, noting the participation of the Director of Family Services in this process;
  - ii. Detailed timeline for management implementation no later than August 1st (initially in currently designated spaces); and
  - iii. Plan to contribute in-kind support and additional fundraising as the Program grows.

15. **Proposal Attachments.**

- a. Please attach the following to the Proposal:
  - i. Most recent audit and IRS Form 990;
  - ii. Statement of support letter from your organization's leadership (e.g. CEO and Board of Director's);

iii. Letters of Support from partners (at least three (3), but not more than five (5) letters); and

iv. Evidence of insurance or insurability for:

(1) Commercial General Liability Insurance providing coverage to your organization (naming the Learning Community as additional insured, with a waiver of subrogation by your organization and your insurer in favor of the Learning Community) on a primary and non-contributory basis, including completed operations, with limits of not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, \$2,000,000 product and completed operations aggregate, and \$1,000,000 personal and advertising injury;

(2) Sexual Abuse & Molestation coverage with a limit of not less than \$1,000,000 per occurrence and \$2,000,000 in the annual aggregate;

(3) Professional Liability Insurance with a limit of not less than \$1,000,000 per occurrence;

(4) Automobile Liability Insurance with a combined single limit of not less than \$1,000,000 per accident, which coverage shall apply to all owned, hired, and non-owned automobiles used by the organization, its employees, agents or representatives in conducting the Program;

(5) Workers' Compensation Insurance covering the organization and its employees for all costs, statutory benefits and liabilities under the Nebraska Workers' Compensation Act and similar laws for employees of the organization and Employer's Liability Insurance with limits of not less than \$100,000 per accident, \$100,000 per person per disease, and \$500,000 per disease (including a waiver of subrogation by the organization and its insurer in favor of the Learning Community); and

(6) Umbrella / Excess Insurance with limits of not less than \$4,000,000 per occurrence which shall provide liability coverage in excess of the specified Workers' Compensation/Employers Liability, Commercial General Liability and Auto Liability insurance policies.

Attachments:

- Exhibit A: Program Design
- Exhibit B: Budget
- Exhibit C: Job Descriptions
- Exhibit D: Organizational Chart
- Exhibit E: Conflict of Interest Policy

**EXHIBIT A – PROGRAM DESIGN**

# Parent University

## BACKGROUND

Parent University is a comprehensive, two-generational family engagement program based on research and best practices that began in February 2015 at the Learning Community Center of North Omaha. A two-generational approach allows the program to focus on the whole family while creating opportunities for addressing needs of both children and the adults in their lives simultaneously. The program provides individualized and center-based supports and services to families whose children are under six and reside within the boundaries of Subcouncil 2 map attached. The Learning Community is <https://learningcommunityds.org/programs/learning-community-north/> is currently the only organization in Nebraska to be considered part of the Aspen Institute's ASCEND network.

The legislative intention of the Learning Community is to partner with school districts and other organizations to improve the educational outcomes of young children. Based on feedback from parents, the Learning Community designed and developed a new research-based program specifically catered toward supporting the education of young children. Parent University is showing strong results based on the third-party evaluation.

However, the demand has exceeded the capacity of the Learning Community. For the program to evolve with the appropriate infrastructure and program integrity, the Learning Community is seeking an experienced organization to work directly with the Director of Family Engagement Services to manage the day to day operations of the program.

## KEY COMPONENTS

**INDIVIDUALIZED SERVICES.** Every parent who participates in Parent University goes through a thorough intake and assessment process and is assigned his or her own personal coach, an Educational Navigator or Family Liaison, to assist in personalizing the program to best achieve the family's identified goals and needs. The following individualized services are implemented based on need of the family.

**NAVIGATOR SERVICES.** Educational Navigators serve as personal parent advocates, helping parents gain better understanding of the public-school system, community resources, child development and learning strategies. Navigators build strong relationships with participants to ensure individualized education and support using a research-based home visitation/parenting curriculum. In addition to monthly home visits, the navigators attend courses with parents to be able to assist them in transitioning the concepts learned during center-based learning to opportunities in the home.

**LIAISON SERVICES.** Families who need more than monthly home visitation due to multiple risk factors such as, but not limited to homeless, history of trauma and lack of support system and knowledge of community resources can be assigned a Family Liaison. Family Liaisons offer additional case management to families and serves as a liaison between Parent University, the child's school and the families' homes. Family Liaisons have the capacity to meet with families weekly until the immediate needs are met.

**HOME VISITATIONS & GOAL SETTING.** Navigators and Family Liaisons visit participants' homes to communicate with parents, conduct formal and informal needs assessments, connect parents with resources, model supportive learning activities, coach parenting skills, and attend to specific needs. Growing Great Kids® curriculum is utilized during home visitations as appropriate. On average, navigators' home visits occur approximately once every 30 days while liaisons' home visits occur weekly. Each participant works with their designated staff member to set personal and familial goals. All goals have strategies, and both are S.M.A.R.T. (Specific, Measurable, Attainable, Relevant, and Time-bound). Goals and strategies are reviewed during home visitations to ensure they remain relevant to the families' needs.

**CENTER-BASED LEARNING.** Parents have access to an onsite Parent Resource Room with access to library services through a partnership with Omaha Public Library. In addition, parents can select to attend a variety of Parent University courses at the center based on the family needs. Courses fit into four primary majors which were developed based on identified family needs:

**PARENTING.** Parents learn effective ways to parent their child(ren) and ways to support child development and learning through a series of courses designed to strengthen the parent-child bond and interactions.

**LIFE SKILLS AND WELLNESS.** Parent University partner organizations provide courses to strengthen family self-sufficiency in areas like adult basic education, ESL, and employment skills. This major contributes to stability so that families can support their students.

**SCHOOL SUCCESS.** In order to become full partners in their child's education, courses and workshops emphasize the importance of the parent's roles, responsibilities, and engagement opportunities.

**LEADERSHIP.** Courses empower parents to take on more active roles in their child's school and their community.

While parents attend courses, Parent University offers year-round child learning activities for the children focusing on the domains of early childhood development within two child learning rooms onsite.

## DEMOGRAPHICS

In 2018/2019 a total of 244 parents were enrolled in Parent University, which was an increase of 26 participants from the previous year. There were more females (67%) than males (33%). The majority (93%) of the parents represent racial and ethnic diversity. Most of the parents were African American (52%) or Hispanic (31%). Most of the parents (61%) were employed either part (11%) or full time (50%). Slightly more than half of the parents had either less than a high school degree (44%) or a high school diploma (21%). The remainder of the parents had some college (23%) or a college degree (10%). The families had 459 children of which 257 were within the target age range (early childhood age range) for the program.

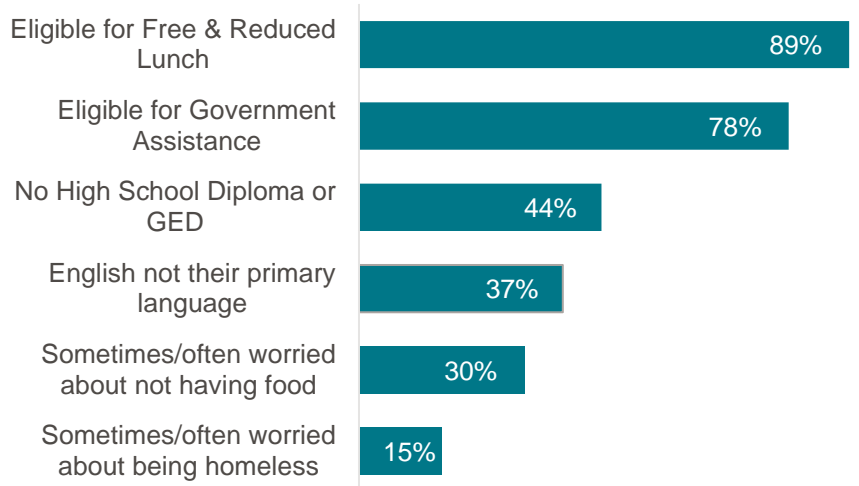


**MOST OF THE PARENTS SERVED REPRESENTED RACIAL AND ETHNIC DIVERSITY.**



Parents in the program reported facing a number of challenges. Many parents (78%) accessed some type of government assistance (e.g., SNAP, Medicaid, WIC, TANF, and Title XX). Food insecurities (worried about having adequate food for the family) or homelessness were of concern for many families. Several (37%) of the parents’ home language was not English. Many (44%) did not have a high school diploma. In most of these categories, the percentages were higher than the previous year. The challenges that many families face point to the complexity of the lives of the parents in Parent University and provide a context for interpreting the results of this report.

**PARENTS FACE MANY CHALLENGES.**



n=169

**MANAGEMENT AND STAFFING**

The Director of Family Engagement Services (an employee of the Learning Community) will continue to be responsible for the continuous improvement driven by third party evaluation results, quality assurance and new programming initiatives. This position will have collaborative input in working with the selected agency to hire a Program Director who will be responsible for the day to day operations of the program. Below are existing positions the selected agency will be asked to assume on behalf of the Learning Community.

- 1 Program Manager
- 1 Program Coordinator
- 4 Educational Navigators
- 2 Family Liaisons
- .25 Food Coordinator
- 3 FTE Child Learning Lead and Specialists

The managing organization would be responsible for assuming the aforementioned positions. If the organization has existing capacity to assume the role of the food coordinator this option would be considered.

The managing organization would be responsible for recruiting/hiring for the additional positions in the organizational (listed below). The Learning Community Director of Family Engagement would have input into the hiring of the Program Director.

- 1 Program Director
- 1 Family Engagement Lead
- 1 Program Assistant
- 1 Child Learning Supervisor
- 1.5 Child Learning Specialist
- .10 Intake Coordinator

If the organization has existing capacity to assume the role of the intake coordinator, this option would be considered.

Initially, the Learning Community will continue to manage the day to day operations of physical facilities with the administration being onsite. In the future, it may be determined the administrative space is needed for programming, in which case leadership may move offsite and renegotiate the responsibilities of the Parent University management contract.

## EXHIBIT B – BUDGET

PU - Programming		20/21	2%	2%
			21/22	22/23
Parent education class		26,255	26,780	27,316
LSW- Contracted services		20,400	20,808	21,224
School Success - Contracted services		5,630	5,743	5,857
Leadership - Contracted Services		6,273	6,398	6,526
Course materials and supplies		5,855	5,972	6,092
Childcare		10,200	10,404	10,612
Transportation		17,675	18,029	18,389
Food		25,538	26,049	26,570
Security		7,785	7,941	8,100
Community Engagement		27,116	27,658	28,211
Family Resource Room Supplies		9,690	9,884	10,081
<b>Subtotal Program Expenses</b>		162,417	165,665	168,979
Administration (PU)				
Wages:			3%	3%
Program Director	1	80,000	82,400	84,872
Program Manager	1	60,000	61,800	63,654
Coordinator	1	54,000	55,620	57,289
Child Learning Supervisor	1	50,000	51,500	53,045
Program Assistant	1	40,000	41,200	42,436
Family Liaisons	2	86,000	88,580	91,237
Navigators	4	172,000	177,160	182,475
Family Engagement Lead	1	46,000	47,380	48,801
Life Skills Instructor	1	49,000	50,470	51,984
Food Coordinator .25 FTE		32,760	33,743	34,755
Intake Specialist-.10 FTE		8,840	9,105	9,378
Child Learning Specialists - 4.5 FTE		135,720	139,792	143,985
FICA/Medicare		62,295	64,164	66,089
Retirement		16,286	16,775	17,278
Health Insurance		175,069	180,321	185,731
Life Insurance		9,900	10,197	10,503
Other Benefits		22,100	22,763	23,446
<b>Subtotal Wages &amp; Benefits</b>		1,099,971	1,132,970	1,166,959
Other expenses - 19/20 budget numbers				
Professional Development				
Contract Service		56,100	57,222	58,344
Tech Contracted Services		15,300	15,606	15,912
Mileage		428	437	445
Parking		765	780	796
Meals		765	780	796

Technology			
Comp. Equipment	18,360	18,727	19,094
Incentives - 10,000			
Advertising	7,650	7,803	7,956
Printing	1,020	1,040	1,061
Website	510	520	530
Materials and supplies			
Supplies	13,770	14,045	14,321
Furniture/Equipment	1,530	1,561	1,591
	<b>Subtotal Other expenses</b>		
	116,198	118,522	120,846
<b>Parent University Subtotal</b>	1,378,586	1,417,157	1,456,784
<b>10% Administration Charge</b>	137,859	141,716	145,678
	<b>Grand Total</b>		
	1,516,444	1,558,873	1,602,462

**EXHIBIT C – JOB DESCRIPTIONS**

**LEARNING COMMUNITY CENTER OF NORTH OMAHA**  
**PARENT UNIVERSITY**  
**PROGRAM MANAGER**

**Job Description**

**Job Title:** Program Manager

**Exemption Status:** Exempt

**Starting Salary Range:** \$52,000-\$60,000

**Reports To:** Program Director

**Revised:** December 2019

***General Description***

The Program Manager supports the Director in overall management, operations and growth of family engagement and individualized services and initiatives within Parent University with responsibilities such as program operations and procedure development, tracking achievement of program outcomes and building/maintaining an effective team of Educational Navigators and Family Liaisons. This role works collaboratively with the Program Coordinator to implement special programs and centered based programming that meet the needs of Parent University participants.

**Essential Job Duties**

***Leadership***

- Supports the Director in strategic program goal development and execution, as well as creation or maintenance of program operations and procedure manual.
- Responsible for the day-to-day effectiveness and supervision of the Educational Navigators and Family Liaisons.

***Program Planning, Development, Implementation and Evaluation***

- Continuously evaluates the needs and effectiveness of the individualized supports and services, while soliciting feedback and support from staff to make enhancements.
- Solicits and responds to parent feedback and outcome measures and coaches or develops staff as needed to maximize effectiveness.
- Regularly audits the database and runs reports to ensure data integrity.

***Management***

- Attentive to the needs of staff and helps them reach their fullest potential; highly ethical; acts as a role model; demonstrates acceptance of individual differences and encourages creativity in problem solving; uses influence to gain desired results and fosters a team environment. Provides effective job orientation and on-going training.
- Selects competent, qualified applicants. Establishes an environment that fosters the recruitment, development and retention of the most highly qualified and diversified team. Meets regularly with team members individually and applies coaching skills to close existing or anticipated performance gaps.
- Communicates with staff in a positive, constructive way to promote professionalism, work ethic, and positive attitudes. Communicates any changes in a supportive manner.

- Facilitates staff meetings and/or other departmental or organizational meetings.
- Demonstrates the ability to master new techniques or expectations and can adjust properly to a changing environment.
- Conducts performance appraisals following organizational policies and timelines.
- Manages timesheets and PTO for assigned staff.

### ***Minimum Requirements***

- Bachelor's degree or equivalent experience; Masters preferred.
- Experience working with groups, parents and families, preferably in an urban setting
- A minimum of 2 years of project or people management experience required
- Demonstrated ability to create and maintain effective interpersonal relationships.
- Demonstrated commitment to cultural respect and understanding and value of diversity.
- Demonstrated ability to set priorities for accomplishing assigned work, implement action plans and meet deadlines. Is detail oriented, with strong organizational and record-keeping skills. Flexibility to adapt and change as needed.
- Valid driver's license.

### ***Desired Qualities***

- Master's Degree in Education, Social Work, Public Administration or related field.
- Demonstrated experience in North Omaha or similar setting, working directly with developing employees, children, parents, and families.
- Resourceful in approach to planning and accountability for accomplishing goals and objectives. Well-versed in the principles of early childhood education and family engagement.
- Is inclusive and collaborative in leadership style and involves those who will be affected by the decision-making process.
- Brings a passionate commitment and high energy level to his/her work in supporting the success of young children and their families

### ***Physical Requirements***

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job the employee is required to work in a stationary position for extended periods of time; operate a computer and other office equipment, move about inside the office; frequently communicate with coworkers, vendors and members of the public. The employee is occasionally required to lift and/or move up to 20 pounds within and outside the organization.

*The essential job duties detailed above is not an exhaustive list. Additional duties may be added, as necessary, or as assigned, by the Program Director.*

**LEARNING COMMUNITY CENTER OF NORTH OMAHA**  
**PARENT UNIVERSITY**  
**PROGRAM DIRECTOR**  
**Job Description**

**Job Title:** Program Director

**Exemption Status:** Exempt

**Reports To:** Director of Family Engagement Services

**Salary Range:** \$68,000-\$80,000

**Created:** December 2019

***General Description***

The Program Director will be instrumental in maintaining fidelity while continuing to enhance the Learning Community's North Omaha family engagement program, Parent University.

Within the first year, the Director will be expected to meet the following three goals:

- Increase the percentage of families the program partners with by 20% while maintaining or exceeding current outcome measures.
- Develop and sponsor group activities that will increase parent's partnership and engagement in their children's school and learning.
- Add obtainable child outputs and outcome measures to the program's logic model to enhance two generational programming.

**Essential Job Duties**

***Leadership***

- Creates and maintains a culture where individuals, staff and participants, flourish and achieve goals.
- Provides administrative oversight of the day to day operations Parent University.
- Provides leadership in working collaboratively with existing and potential new partners in school districts and community organizations.
- Secures opportunities to diversify program funding.

***Program Planning, Development, Implementation and Evaluation***

- Review evidenced based and best practices to further enhance the program design and operations.
- Collaborate with leadership and program staff to further develop individualized supports and services offered by Parent University and create evaluative measures around them.
- Develop community partnerships to provide access to opportunities and resources for families in Parent University.
- Ensures that formative and summative evaluation models and practices are in place to maintain high-quality standards of operation.



### ***Major Program Deliverables:***

- Measurable increase in the number of families engaged in the program each year.
- Operational plan to secure additional funding to enhance, replicate, or scale Parent University without use of Learning Community funding.
- Development of operational plan to increase staff and participant retention and growth toward reaching program and personal goals.

### ***Management***

- Maintain a team of community leaders to support program sustainability.
- Provide supervision and technical assistance to other program staff.
- Responsible for regular communication with referral sources and partners.
- Manage program budget.

### ***Minimum Requirements***

- Master's degree or equivalent experience
- Experience overseeing two generational programs, preferably in an urban setting
- Direct experience supervising and developing employees and teams

### ***Desired Qualities***

- Master's Degree in Education, Social Work, Public Administration or related field.
- Demonstrated experience in North Omaha or similar setting, working directly with children, parents, families, and community providers.
- Staff development and training background.
- Resourceful in approach to planning and accountability for accomplishing goals and objectives. Well-versed in the principles of early childhood education and family engagement.
- Innovative, critical thinker, able to translate research to practice. Knowledgeable in research base supporting family partnerships.
- Is inclusive and collaborative in leadership style and involves those who will be affected by the decision-making process.
- Brings a passionate commitment and high energy level to his/her work in supporting the success of families and staff.

### ***Physical Requirements***

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job the employee is required to work in a stationary position for extended periods of time; operate a computer and other office equipment, move

about inside the office; frequently communicate with coworkers, vendors and members of the public. The employee is occasionally required to lift and/or move up to 20 pounds within and outside the organization.

*The essential job duties detailed above is not an exhaustive list. Additional duties may be added, as necessary, or as assigned, by the Director of Family Engagement Services.*

**LEARNING COMMUNITY CENTER OF NORTH OMAHA**  
**PARENT UNIVERSITY**  
**PROGRAM COORDINATOR**

**Job Description**

**Job Title:** Program Coordinator

**Exemption Status:** Exempt

**Salary Range:** \$48,000 - \$54,000

**Reports To:** Program Director

**Created:** December 2019

***General Description***

The Program Coordinator supports the Director in overall management, operations and growth of centered based services and initiatives with Parent University with responsibilities such as centered based operations and procedure development, tracking achievement of program outcomes and building/maintaining partnerships with community organizations for the delivery of Parent University courses.

**Essential Job Duties**

***Leadership & Supervision***

- Provides supervision and coordination of the centered based operations of Parent University, including working collaboratively with current and future community organizations.
- Assist Director with Parent University course development and coordination.
- Serve as an ambassador for Parent University.
- Coordinates and manages internal case review records and case staffings, providing ongoing professional development and maintaining the service database.
- Ensure employees timesheets and weekly schedule reports have an accurate correlation.

***Program Planning, Development, Implementation and Evaluation***

- Coordinates Parent University course calendar, coverage, and ensures course documentation is accurate and course evaluations are completed.
- Regularly audits the database and responsible for monitoring and enrolling participants in courses within the database.
- Manages the wait list and coordinates recruitment events and strategies for the team as necessary.
- Continuously evaluates the needs and effectiveness of centered based supports and services and reports findings to Director.

- Promote Parent University and recruit new families as needed.
- Provide backup coverage and coordinate special projects as needed.

### ***Management***

- Provide supervisory support to the Life Skills Instructor and Food Coordinator.
- Participate in evaluating current processes and procedures through continuous quality improvement.
- Responsible for documenting and producing regular communication with and about parents through updates and/or internal systems in place within Parent University.

### ***Minimum Requirements***

- Bachelor's degree or equivalent experience
- Valid driver's license, proof of liability automobile insurance and the ability to drive for organization related business

### ***Desired Qualities***

- Master's Degree in Education, Social Work, Public Administration or related field.
- Demonstrated experience in an urban setting working directly with children, parents, families, teachers and community providers.
- 1-2 years of previous management and/or supervisory experience, preferably in an educational, public, or nonprofit setting.
- Resourceful in approach to planning and accountability for accomplishing goals and objectives. Well-versed in the principles of early childhood education and family engagement
- Is inclusive and collaborative in leadership style and involves those who will be affected by the decision-making process.
- Brings a passionate commitment and high energy level to his/her work in supporting the success of young children and their families

### ***Physical Requirements***

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job the employee is required to work in a stationary position for extended periods of time; operate a computer and other office equipment, move about inside the office; frequently communicate with coworkers, vendors and members of the public. The employee is occasionally required to lift and/or move up to 20 pounds within and outside the organization.

*The essential job duties detailed above is not an exhaustive list. Additional duties may be added, as necessary, or as assigned by the Program Director.*

**LEARNING COMMUNITY CENTER OF NORTH OMAHA  
PARENT UNIVERSITY**

**CHILD LEARNING SUPERVISOR**

**Job Description**

**Job Title:** Child Learning Supervisor

**Exemption Status:** Exempt

**Salary Range:** \$44,000-\$50,000

**Reports To:** Program Director

**Revised:** December 2019

***General Description***

The Child Learning Supervisor is responsible for overseeing the child learning program and outcomes while supervising the childcare teams.

**Essential Job Duties**

***Leadership & Supervision***

- Manages the center facility opening, closing, childcare supplies, and equipment. Supports the effective cleaning and maintenance of the childcare rooms, equipment, and playgrounds. Creates a warm and welcoming environment for staff, families, and visitors.
- In collaboration with the Director, ensures the continuous safety of parents, children, visitors and staff at the center. Ensures all Incident/Injury reports are documented as outlined and given to Director.
- Hires, orients, trains and oversees the day-to-day effectiveness of child learning specialists and lead.
- Serve as an ambassador for Parent University.
- Ensure employees timesheets and weekly schedule reports have an accurate correlation.

***Program Planning, Development, Implementation and Evaluation***

- Provides coverage and/or assistance as needed in child learning and reception.
- Maintains an updated schedule and work plan for the child learning team that is aligned to achieve desired child outcomes. Establishes fair distribution of work duties amongst the child learning staff. Manages staffing to ensure the team is neither over nor understaffed.
- Maintain an inventory for childcare and request supplies as needed to Director.
- Ensures the environment in the child learning rooms and the outside play areas are all safe and positive learning environments for children and families, with a special focus on building social-emotional skills and executive functioning.

- Proactively works with childcare team, Program Manager and participant families to determine when a child needs to be referred to outside resources for developmental delays or behavioral concerns. Help families connect to Head Start programs and other high-quality early childhood programs.
- Assists with the logistics and execution of interactive parent/child activities and special events as needed. Promotes attendance of these activities and special events.
- During the summer and on days Omaha Public Schools is out of session, develops activities for school-aged children, and helps the team be comfortable in engaging children of all ages who visit the center.
- Promote Parent University and recruit new families as needed.
- Provide backup coverage and coordinate special projects as needed.

### ***Management***

- Supervises and manages staff to ensure quality of work, utilization of the customer service model, timeliness of deliverables, and adherence to policies and procedures.
- Participate in evaluating current childcare processes and procedures through continuous quality improvement.
- Responsible for attending industry-related education and/or professional organizations, committees, and groups.

### ***Minimum Requirements***

- Bachelor's degree; preferably in Education, Social Work, or another related field.
- Valid driver's license, proof of liability automobile insurance and the ability to drive for organization related business.
- Ability and willingness to work some weekday evenings and weekends.

### ***Desired Qualities***

- Master's Degree in Education, Social Work, Public Administration or related field.
- Demonstrated experience in early childhood education and working in an urban setting working directly with children and families.
- Teaching certificate with 1-2 years of previous supervisory experience, preferably in early childhood education setting.
- Proficiency in both English and Spanish desired.
- Brings a passionate commitment and high energy level to his/her work in supporting the success of young children and their families

### ***Physical Requirements***

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job the employee is required to work in a stationary position for extended periods of time; operate a computer and other office equipment,

move about inside the office; frequently communicate with coworkers, vendors and members of the public. The employee is occasionally required to lift and/or move up to 20 pounds within and outside the organization.

*The essential job duties detailed above is not an exhaustive list. Additional duties may be added, as necessary, or as assigned by the Program Director.*

**LEARNING COMMUNITY CENTER OF NORTH OMAHA**  
**PARENT UNIVERSITY**  
**FAMILY ENGAGEMENT LEAD**

**Job Description**

**Job Title:** Family Engagement Lead

**Exemption Status:** Non-Exempt

**Reports To:** Program Manager

**Salary Range:** \$42,000-\$46,000

**Created:** March 2020

***General Description***

The Family Engagement Lead is a member of the Learning Community Center of North Omaha program team. This position will be responsible for assisting the Program Manager in supporting the Educational Navigators and Family Liaisons. The position will assist in the recruiting, teaching and engaging families in Parent University.

***Essential Job Duties***

- Recruits new families to the program when necessary and tracks families on the waiting list.
- Supports team by providing training and modeling moments in home visits and course facilitations.
- Covers cases during extended time off or vacancies.
- Tracks families through the database, adding relevant notes, files, evaluations, attendance, etc. in a timely manner, according to the program operational manual.
- Ensures teams members are assisting families to implement GGK® and strategies taught at the center that will work in their own homes.
- Develop and coordinate individual and group educational/service plans for the parents and their young children, assisting parents to attend learning opportunities in their schools and the community.
- Assist team by being knowledgeable of community programs and services to refer participants to base on their needs and desires.
- Identify topic/courses to bring into Parent University based on need.
- Represent Parent University and the Learning Community Center of North Omaha to individuals in the community; Coordinate and present program information at community



events, neighborhood meetings, schools, etc. to create awareness of the Learning Community Center and its services.

- Provide backup in the supervision of children as needed or requested.
- Ability to transport families as needed.
- Actively participate in staff meetings.
- Other duties as assigned.

### ***Self-Management and Leadership***

- Assist Program Manager with supervision and onboarding new direct care staff to ensure program fidelity.
- Analyze and manage daily/weekly/monthly individual and program productivity.
- Proactive, effective communications skills, verbal and written.
- Positive attitude, enthusiasm, cooperation, willingness to work with and for others.
- Professional and helpful in dealing with staff, families and the public. Goes above and beyond to assist in developing a solution. Is seen as an ambassador to the Program.
- Proactively and continuously solicits relationships with potential parents.
- Actively involved in industry related education and/or professional organizations.
- Demonstrates ability to be flexible and adaptable to changing work conditions and/or project requirements.
- Consistently follows through with commitments, provides service/information thoroughly and on time. Is timely in meeting deadlines and accomplishing all job functions.
- Exhibits compliance with attendance policy.
- Maintains business dress-professional appearance.
- Takes initiative on all projects and activities
- Generates innovative ideas and alternatives to work assignments.
- Demonstrates high level of integrity.
- Provides positive example by adhering to organization policies.
- Demonstrates interest and desire to do best possible job.

### ***Minimum Requirements***

- Bachelor's degree or equivalent experience. Degrees in Education or Social Work preferred.
- 2 years of direct experience working with families and doing case management.
- Excellent written, verbal, presentation and interpersonal skills

- Experience and confidence teaching or giving classroom presentations.
- Ability to attend workshops, meetings and/or in-services.
- Ability to work independently, organizing time, details but committed to the team function.
- Proficient in word processing and excel spreadsheets for data entry.
- Reliable transportation, current vehicle registration, valid driver's license and insurance with good driving record.
- Flexible schedule with required evenings and some weekends.
- Established relationships within community, understanding of population and ability to build rapport with diverse populations and backgrounds

### ***Physical Requirements***

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job the employee is required to work in a stationary position for extended periods of time; operate a computer and other office equipment, move about inside the office; frequently communicate with coworkers, vendors and members of the public. The employee is occasionally required to lift and/or move up to 20 pounds within and outside the organization.

*The essential job duties detailed above is not an exhaustive list. Additional duties may be added, as necessary, or as assigned, by the Program Manager.*

**LEARNING COMMUNITY CENTER OF NORTH OMAHA**  
**PARENT UNIVERSITY**  
**PROGRAM ASSISTANT**

**Job Description**

**Job Title:** Program Assistant

**Exemption Status:** Non-Exempt

**Reports To:** Program Director

**Salary:** \$15 - \$19/hour

**Hours:** Monday- Friday 8am-4:30pm (occasional later evenings or Saturdays)

**Revised:** March 2020

***General Description***

The Program Assistant is a member of the Learning Community Center of North Omaha Parent University team. This individual is expected to perform a diverse, detail oriented and advanced set of administrative tasks related to the smooth operations of Parent University. This individual is also expected to greet and excel in interacting with staff and visitors.

***Essential Job Duties***

- Plan, organize, coordinate and conduct the administrative and clerical aspects of the Program Director. Office functions include, but not limited to screening and responding to calls, voice mails, email and postal mail, as well as greeting program participants.
- Organize, maintain and coordinate the Program Director's calendar, as well as other members of the team if requested by Director.
- Enter data into identified database and create reports as needed.
- Maintain and organize program supply inventory, assist in ordering supplies and arrange meeting rooms.
- Establish, update and maintain office systems and procedures, including records and filing.
- Prepare PowerPoint Presentations, reports, spreadsheets, packets, meeting minutes and other program correspondence
- Ensure relevant information is available or accessible for the smooth and efficient operation of the Learning Community Center of North Omaha
- Assist with logistical operations to meet program needs, including use of vehicle to pick up and deliver program materials as needed.
- Actively participate in team meetings
- Other duties as assigned.

### ***Self-Management and Leadership***

- Proactive, effective communications skills, verbal and written.
- Positive attitude, enthusiasm, cooperation, willingness to work with and for others.
- Professional and helpful in working with staff, families and the public. Goes above and beyond to assist in developing a solution.
- Demonstrates ability to be flexible and adaptable to changing work conditions and/or project requirements.
- Consistently follows through with commitments, provides service/information thoroughly and on time. Is timely in meeting deadlines and accomplishing all job functions.
- Exhibits compliance with attendance policy.
- Maintains business casual professional appearance.
- Takes initiative on all projects and activities.
- Generates innovative ideas and alternatives to work assignments.
- Demonstrates high level of integrity.
- Provides positive example by adhering to organization policies.
- Demonstrates interest and desire to do best possible job.

### ***Minimum Requirements***

- High School Diploma/GED required with at least 2 years' experience in related field
- Excellent written, verbal, presentation and interpersonal skills
- Professional and positive demeanor
- Ability to establish priorities, follow-through on tasks and meet deadlines
- Ability to attend workshops, meetings and/or in-services
- Ability to work independently, organizing time, details but committed to the team function
- Proficient in Word, PowerPoint and Excel
- Reliable transportation, valid driver's license and insurance with good driving record
- Flexible schedule (may occasionally work some evenings and weekends)

### ***Physical Requirements***

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job the employee is required to work in a stationary position for extended periods of time; operate a computer and other office equipment, move about inside the office; frequently communicate with coworkers, vendors and members of the public. The employee is occasionally required to lift and/or move up to 20 pounds within and outside the organization.

*The essential job duties detailed above is not an exhaustive list. Additional duties may be added, as necessary, or as assigned, by the Program Director.*

**LEARNING COMMUNITY CENTER OF NORTH OMAHA**  
**PARENT UNIVERSITY**  
**LIFE SKILLS INSTRUCTOR**

**Job Description**

**Job Title:** Life Skills Instructor

**Exemption Status:** Exempt

**Reports To:** Program Coordinator

**Salary Range:** \$20-\$23/hr.

**Created:** March 2020

**Revised:** March 2020

***General Description***

The Life Skills Instructor at the Learning Community Center of North Omaha is primarily responsible for teaching ESL (English as a Second Language) and GED (General Education Development) to groups of parents with varying levels of English and general education proficiency and literacy. The Life Skills Instructor works in collaboration with the Coordinator to activate and support long-term strategies focused on working with parents to better support their children's education.

***Job-Specific Duties & Responsibilities***

- Provides instruction in ESL and GED and encourages parents to expand learning activities for themselves and their children outside of the classroom.
- Assesses and tracks students' levels of general education development, language and literacy.
- Creates interactive curriculum that is culturally sensitive and respectful.
- Promotes attendance and punctuality; motivates students to come on time and regularly to class as a requirement for program participation. Uses on-line database to accurately track attendance in real time and add notes.
- Actively engages students by running a dynamic and student-centered, student-driven classroom.
- Correlates and ties back student learning to their child's learning, so that parents are increasingly successful in supporting their child's education at home.
- On occasion, when Omaha Public Schools is not in session, plans and executes interactive parent/child activities with parent participants and their children. During the

summer, occasionally develops and executes activities geared toward school-aged children.

- Actively participates in staff meetings.

### ***Essential Duties & Functions***

- Consistently follows through to accomplish job functions and/or meet deadlines.
- Demonstrates ability to be flexible and adaptable to changing work conditions and/or project requirements.
- Exhibits a positive attitude and good work ethic; works well with others.
- Provides excellent customer service, both internally and externally.
- Adheres to organizational policies and procedures.
- Maintains professional appearance and attire.
- Punctual and reliable attendance at the assigned work location.
- Other duties as assigned.

### ***Qualifications***

- Bachelor's degree required; Master's degree preferred.
- Bilingual in English and another language preferred; ability to speak basic Spanish preferred.
- Related teaching experience in teaching English as a Second Language and General Education Development; State of Nebraska teaching certificate with public school teaching experience preferred.
- Ability to accommodate the learning needs of non-traditional, diverse student populations.
- Outstanding personal/interpersonal communication skills.
- Experience with technology in facilitating instruction.
- Excellent organizational and record keeping skills.

*The essential job duties detailed above is not an exhaustive list. Additional duties may be added, as necessary, or as assigned, by the Program Coordinator or Director.*

**LEARNING COMMUNITY CENTER OF NORTH OMAHA**  
**PARENT UNIVERSITY**  
**EDUCATIONAL NAVIGATOR**

**Job Description**

**Job Title:** Educational Navigator

**Exemption Status:** Non-Exempt

**Reports To:** Program Manager

**Salary Range:** \$40,000-\$43,000

**Created:** October 2015

**Revised:** December 2019

***General Description***

The Navigator is a member of the Learning Community Center of North Omaha program team. This position will be responsible for recruiting, teaching and engaging families in North Omaha, in order to connect them to the program and community services. The program empowers parents with skills and knowledge in order to bring learning into the home and become stronger role models for their children.

***Essential Job Duties***

- Screens parents who are interested in the program to determine eligibility.
- Recruits new families to the program when necessary and tracks families on the waiting list.
- Completes intake forms and conducts in-home evaluations with each parent participant on an ongoing basis.
- Tracks families through the database, adding relevant notes, files, evaluations, attendance, etc. in a timely manner, according to the program operational manual.
- Promotes attendance and punctuality, and motivates participants to come on time and regularly to class as a requirement for program participation.
- Visits participant families in their homes and assists families in creating educational and personal goals. Helps families overcome any barriers to attending classes at the center and fully engaging in the program. Assists families in implement strategies taught at the center that will work in their own homes.
- Develop and coordinate individual and group educational/service plans for the parents and their young children, assisting parents to attend learning opportunities in their schools



and the community. Refer families to community programs and services based on their needs and desires.

- Identify topics to bring into Parent University.
- Represent the Learning Community Center Program to individuals in the community; functions as the liaison between the Program and the community-at-large. Coordinate and present program information at community events, neighborhood meetings, schools, etc. to create awareness of the Learning Community Center and its services.
- Provide backup in the supervision of children as needed or requested.
- Ability to transport families as needed.
- Actively participate in staff meetings.
- Other duties as assigned.

### ***Self-Management and Leadership***

- Proactive, effective communications skills, verbal and written.
- Positive attitude, enthusiasm, cooperation, willingness to work with and for others.
- Professional and helpful in dealing with staff, families and the public. Goes above and beyond to assist in developing a solution. Is seen as an ambassador to the Program.
- Proactively and continuously solicits relationships with potential parents.
- Actively involved in industry related education and/or professional organizations.
- Demonstrates ability to be flexible and adaptable to changing work conditions and/or project requirements.
- Consistently follows through with commitments, provides service/information thoroughly and on time. Is timely in meeting deadlines and accomplishing all job functions.
- Exhibits compliance with attendance policy.
- Maintains business dress-professional appearance.
- Takes initiative on all projects and activities
- Generates innovative ideas and alternatives to work assignments.
- Demonstrates high level of integrity.
- Provides positive example by adhering to organization policies.
- Demonstrates interest and desire to do best possible job.

### ***Minimum Requirements***

- Bachelor's degree or equivalent experience. Degrees in Education or Social Work preferred.

- Experience/Background within schools and educational techniques that enhance learning with children preferred.
- Excellent written, verbal, presentation and interpersonal skills
- Experience and confidence teaching or giving classroom presentations.
- Ability to attend workshops, meetings and/or in-services.
- Ability to work independently, organizing time, details but committed to the team function.
- Proficient in word processing and excel spreadsheets for data entry.
- Reliable transportation, current vehicle registration, valid driver's license and insurance with good driving record.
- Flexible schedule with required evenings and some weekends.
- Established relationships within community, understanding of population and ability to build rapport with diverse populations and backgrounds

### ***Physical Requirements***

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job the employee is required to work in a stationary position for extended periods of time; operate a computer and other office equipment, move about inside the office; frequently communicate with coworkers, vendors and members of the public. The employee is occasionally required to lift and/or move up to 20 pounds within and outside the organization.

*The essential job duties detailed above is not an exhaustive list. Additional duties may be added, as necessary, or as assigned, by the Program Manager or Director of Family Engagement Services.*

**LEARNING COMMUNITY CENTER OF NORTH OMAHA**  
**PARENT UNIVERSITY**  
**FAMILY LIAISON**

**JOB DESCRIPTION**

**Job Title:** Family Liaison

**Exemption Status:** Non-Exempt

**Reports To:** Program Manager

**Salary Range:** \$40,000 - \$43,000

**Revised:** December 2019

***General Description***

The Family Liaison is a member of the Learning Community Center of North Omaha - Parent University team. This position will be responsible for recruiting, engaging, and providing family support to high-need families in North Omaha through Parent University. Parent University partners with parents to enhance children's learning in the home and gain stronger school/partnerships.

***Essential Job Duties***

- Provide family support, connection to internal and external resources and case management to families connected to the Learning Community Center of North Omaha.
- After referral has been made and eligibility verified, liaison completes initial intakes, conducts assessments and engages assigned families in goal setting.
- Tracks families through Parent University database, adding relevant notes, files, assessments, attendance, etc. in a timely manner, according to the program operational manual.
- Meet with students and families weekly to ensure barriers or crisis situations are problem solved.
- Promotes Parent University at school and community recruitment events and motivates assigned participants to fully participate fully in the program i.e. access center courses and parent resource room.
- Visits participant families in their homes and assists families in creating educational and personal goals. Helps families overcome any barriers to supporting their children's success in school and life.
- Teach and assists families to implement strategies and skills taught during home visits or through center courses that will work in their own homes.

- Develop, coordinate, and facilitate individual and group educational learning opportunities for parents and their young children. When not facilitating, will serve as a course lead according to the operational manual to support other facilitators and families in assigned learning opportunities.
- Refer families to community resources and services based on their needs and desires in which Parent University cannot offer.
- Represent Parent University to individuals in the community; functions as the liaison between the Program and the community-at-large. Coordinate and present program information at community events, neighborhood meetings, schools, etc. to create awareness of Parent University and its services.
- Ability to transport families as needed and in accordance to assigned families' service plans.
- Actively participate in all staff meetings including school and center team meetings
- Assist with covering cases when short or long-term vacancies occur.
- Provide language access as necessary.
- Other duties as assigned.

### ***Self-Management and Leadership***

- Proactive, effective communications skills, verbal and written.
- Positive attitude, enthusiasm, cooperation, willingness to work with and for others.
- Professional and helpful in dealing with staff, families and the public. Goes above and beyond to assist in developing a solution. Is seen as an ambassador to the Program.
- Proactively and continuously solicits relationships with potential parents.
- Actively involved in industry related education and/or professional organizations.
- Demonstrates ability to be flexible and adaptable to changing work conditions and/or program requirements.
- Consistently follows through with operations manual procedures, commitments, provides service/information thoroughly and on time. Is timely in meeting deadlines and accomplishing all job functions.
- Exhibits compliance with attendance policy.
- Maintains professional appearance.
- Takes initiative on all projects and activities.
- Generates innovative ideas and alternatives to work assignments.
- Demonstrates high level of integrity.
- Provides positive example by adhering to organization policies.

- Demonstrates interest and desire to do best possible job.

### ***Minimum Requirements***

- Bachelor's degree or equivalent experience. Degrees in Education or Social Work preferred.
- Experience/Background within schools and educational techniques that enhance learning with children preferred.
- Excellent written, verbal, presentation and interpersonal skills
- Experience and confidence teaching or giving classroom presentations.
- Ability to attend workshops, meetings and/or in-services.
- Ability to work independently, organizing time, details but committed to the team function.
- Proficient in word processing and excel spreadsheets for data entry.
- Reliable transportation, current vehicle registration, valid driver's license and insurance with good driving record.
- Flexible schedule with required evenings and some weekends.
- Established relationships within community, understanding of population and ability to build rapport with diverse populations and backgrounds

### ***Physical Requirements***

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job the employee is regularly required for extended periods to sit; use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to lift and/or move up to 20 pounds and to reach with hands and arms, stoop, kneel, and crouch. The vision requirements include: ability to adjust focus, depth perception, distance vision and close vision.

*The essential job duties detailed above is not an exhaustive list. Additional duties may be added, as necessary, or as assigned, by the Program Manager.*

**LEARNING COMMUNITY CENTER OF NORTH OMAHA**  
**PARENT UNIVERSITY**  
**CHILD LEARNING SPECIALIST**

**Job Description**

**Job Title:** Child Learning Specialist

**Exemption Status:** Non-Exempt

**Starting Salary Range:** \$14.52/hour

**Reports To:** Child Learning Supervisor

***General Description***

The Child Learning Specialist will be responsible for helping to create and carry out lesson plans and activities for the children of parent participants of the Learning Community Center of North Omaha. This position will interact with children using art, music, reading time, and educational activities.

**Essential Job Duties**

***Leadership***

- Responsible for the direct care, supervision, and well-being of children in the center while implementing age appropriate activities using art, music, reading, and other educational activities.
- Displays effective communications skills, oral and written.
- Demonstrates a continuous commitment to customer service by maintaining a positive attitude, desire to learn and do the best job possible, empathy, self-awareness and integrity.
- Generates innovative ideas and alternatives to work assignments. Demonstrates ability to be flexible and adaptable to changing work conditions and/or project requirements.

***Program Planning, Development, Implementation and Evaluation***

- Responsible for the creation and implementation of curriculum to be used during childcare opportunities.
- Monitor classroom areas to ensure the safety and wellbeing of all participants, providing a positive environment.
- Ensures childcare rooms and toys are neat, clean, orderly and free of all safety impediments.
- Exemplifies and always maintains appropriate behavior for participants, actively listens to all children and parents and shows patience. Creates an environment of cooperation and friendliness.
- Provide excellent customer service to both internal and external customers.
- Records daily attendance and maintains accurate and complete records.
- Ensures supplies are well maintained and readily available.

- Active participation in staff meetings.
- Continuously evaluates and shares the needs and effectiveness of the child learning programs with Program Manager.
- Responds to parent and program manager feedback as needed to maximize effectiveness.

### ***Management***

- Consistently follows through with commitments, provides service/information thoroughly. Is timely in meeting deadlines and accomplishing job functions.
- Serves as a role model in adhering to all pertinent policies and procedures.
- Maintains professional appearance and attire.
- Attentive to the needs of staff and helps them reach their fullest potential; highly ethical; acts as a role model; demonstrates acceptance of individual differences and encourages creativity in problem solving; uses influence to gain desired results and fosters a team environment.
- Demonstrates the ability to master new techniques or expectations and can adjust properly to a changing environment.

### ***Minimum Requirements***

- High school diploma or equivalent required
- Experience working with groups, parents and families, preferably in an urban setting
- Demonstrated ability to create and maintain effective interpersonal relationships. Demonstrated ability to develop and implement creative and interactive lesson plans.
- Must possess ability to work with children of all ages; emphasis on infants to age 8.
- Demonstrated customer service skills.
- Demonstrated commitment to cultural respect and understanding and value of diversity.
- Demonstrated ability to set priorities for accomplishing assigned work, implement action plans and meet deadlines. Is detail oriented, with strong organizational and record-keeping skills. Flexibility to adapt and change as needed.

### ***Desired Qualities***

- Bachelor's Degree in Education
- Demonstrated experience in North Omaha or similar setting, working directly within early childhood or elementary education.
- Resourceful in approach to planning and accountability for accomplishing goals and objectives. Well-versed in the principles of early childhood education and family engagement.
- Is inclusive and collaborative in leadership style and involves those who will be affected by the decision-making process.
- Brings a passionate commitment and high energy level to his/her work in supporting the success of young children and their families

## ***Physical Requirements***

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job the employee is required to work in a stationary position for extended periods of time; operate a computer and other office equipment, move about inside the office; frequently communicate with coworkers, vendors and members of the public. The employee is occasionally required to lift and/or move up to 20 pounds within and outside the organization.

*The essential job duties detailed above is not an exhaustive list. Additional duties may be added, as necessary, or as assigned, by the Child Learning Supervisor.*



**LEARNING COMMUNITY CENTER OF NORTH OMAHA**  
**PARENT UNIVERSITY**  
**INTAKE SPECIALIST**

**Job Description**

**Job Title:** Intake Specialist

**Exemption Status:** Non-Exempt

**Reports To:** Program Director

**Salary:** Could be an existing member of a department of the applicant organization

**Hours:** 10 hours a week

**Created:** March 2020

***General Description***

The Intake Specialist will be responsible for screening all referrals Parent University receives by checking eligibility criteria. Once eligibility is met the specialist will schedule all intake appointments for the appropriate team member and document scheduling attempts in the program database.

***Essential Job Duties***

- Enter data into identified database and create reports as needed.
- Establish, update and maintain referrals in database.
- Ensure relevant information is available or accessible for the smooth and efficient operation of the Learning Community Center of North Omaha
- Actively participate in team meetings, if necessary.
- Other duties as assigned.

***Self-Management and Leadership***

- Proactive, effective communications skills, verbal and written.
- Positive attitude, enthusiasm, cooperation, willingness to work with and for others.
- Professional and helpful in working with staff, families and the public. Goes above and beyond to assist in developing a solution.
- Demonstrates ability to be flexible and adaptable to changing work conditions and/or project requirements.
- Consistently follows through with commitments, provides service/information thoroughly and on time. Is timely in meeting deadlines and accomplishing all job functions.
- Exhibits compliance with attendance policy.
- Maintains business casual professional appearance.

- Takes initiative on all projects and activities.
- Generates innovative ideas and alternatives to work assignments.
- Demonstrates high level of integrity.
- Provides positive example by adhering to organization policies.
- Demonstrates interest and desire to do best possible job.

***Minimum Requirements***

- High School Diploma/GED required with at least 2 years' experience in related field
- Excellent written, verbal, presentation and interpersonal skills
- Professional and positive demeanor
- Ability to establish priorities, follow-through on tasks and meet deadlines
- Ability to attend workshops, meetings and/or in-services
- Ability to work independently, organizing time, details but committed to the team function
- Proficient in Word, PowerPoint and Excel
- Reliable transportation, valid driver's license and insurance with good driving record
- Flexible schedule (may occasionally work some evenings and weekends)

***Physical Requirements***

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job the employee is required to work in a stationary position for extended periods of time; operate a computer and other office equipment, move about inside the office; frequently communicate with coworkers, vendors and members of the public. The employee is occasionally required to lift and/or move up to 20 pounds within and outside the organization.

*The essential job duties detailed above is not an exhaustive list. Additional duties may be added, as necessary, or as assigned, by the Program Director.*

**LEARNING COMMUNITY CENTER OF NORTH OMAHA**  
**PARENT UNIVERSITY**  
**FOOD SERVICE COORDINATOR**

**Job Description**

**Job Title:** Food Service Coordinator

**Exemption Status:** Exempt

**Reports To:** Program Coordinator

**Salary Range:** \$20/hr

**Created:** August 2019

**Revised:** March 2020

***General Description***

The Food Service Coordinator is responsible for the planning and production of healthy meals for the children whose parents are enrolled in Parent University.

***Essential Job Duties***

- Plans nutritious menus for lunch, dinner and snack according to CACFP guidelines, when needed.
- Prepare food items for all meals.
- Orders or shops for all food items and supplies.
- Checks in all supplies and maintains first in-first out inventory.
- Maintains clean and sanitary work environment.
- Completes paperwork and all trainings required for the CACFP program.
- Consults with staff on nutrition projects, healthy eating habits for children, family style meals and/or CACFP guidelines.

***Qualifications***

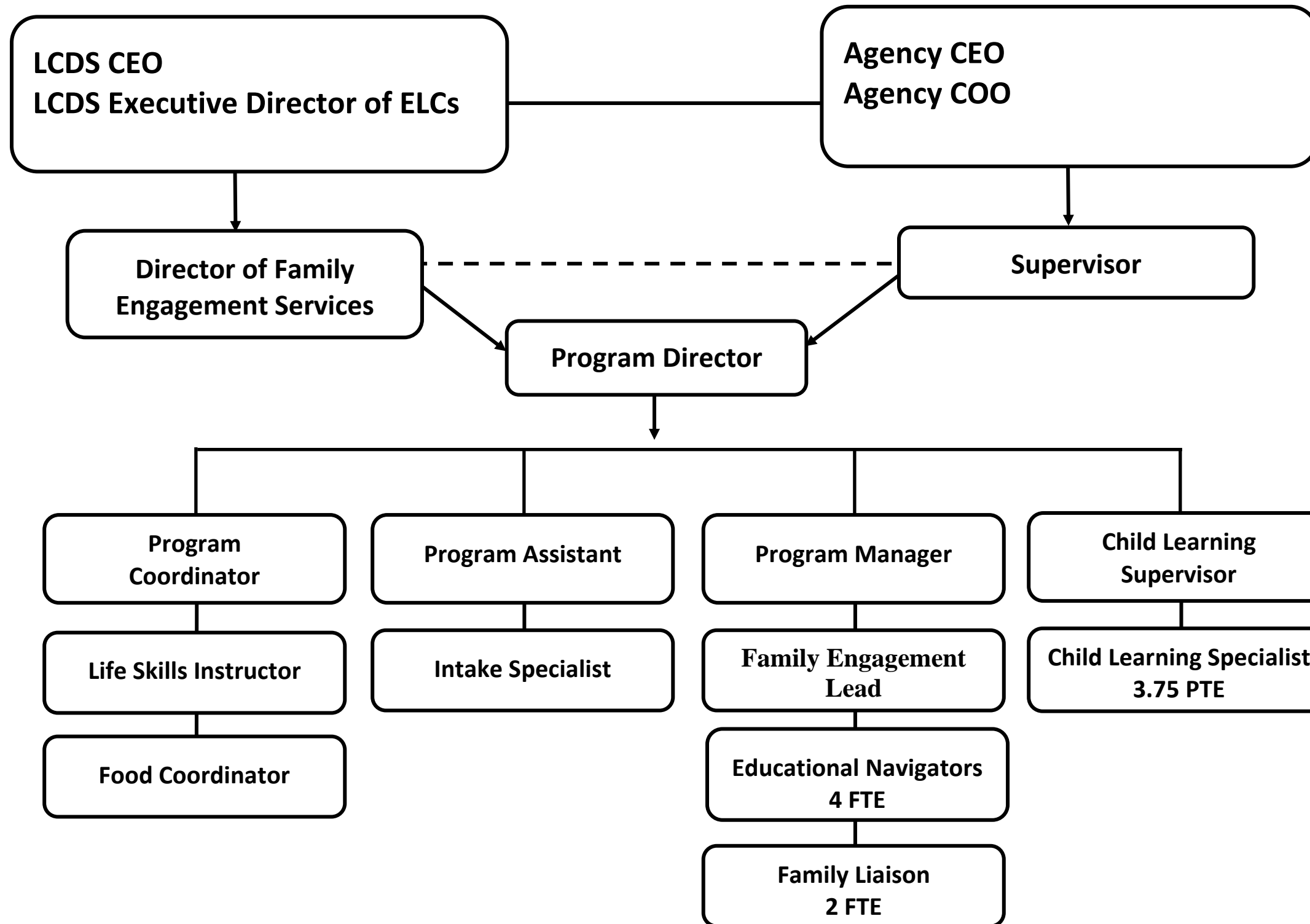
- High school diploma or its equivalent.
- Training in quantity food preparation.
- Two or more years of job-related experience or training in institutional or hospital food service department (preferred).
- Valid Douglas County Food Handlers card.
- Must be able to pass a background check that meets compliance standards.

***Essentials Skills/Abilities Required:***

- Ability to adhere to work schedules.
- Ability to make reasonable estimates.
- Ability to prepare food orders.
- Knowledge and ability to assess product quality.
- Knowledge of sanitation and hygiene.
- Knowledge and ability to perform tasks independently and give necessary help and direction to other workers.
- Ability to obtain First Aid and CPR certification.
- Ability to lift, move and reposition objects and materials, frequently exerting force equal to lifting twenty-five (25) to fifty (50) pounds.

*The essential job duties detailed above is not an exhaustive list. Additional duties may be added, as necessary, or as assigned, by Program Coordinator or Director.*

**EXHIBIT D – ORGANIZATIONAL CHART**



**Responsibilities**

- Program Design Oversight

**Responsibilities**

- HR
- Management
- Training and Budget

## **Parent University Team Members**

**Program Director** – Administrative oversight of all operations of Parent University.

**Program Manager** – Oversees individualized services and supervises all direct care staff.

**Program Coordinator** – Oversees, supervises, and coordinates all center-based services.

**Child Learning Supervisor** – Oversees the child learning program and outcomes while supervising the childcare teams.

**Family Engagement Lead** – Assist Manager in supporting direct care staff.

**Program Assistant** – Supports the Director and program with administrative and clerical duties.

**Life Skills Instructor** – Teaches ESL and GED courses.

**Educational Navigator** – Assist families to apply new strategies taught to reach identified family goals.

**Family Liaison** – Works with families who are in crisis or children are having difficulties in school.

**Child Learning Specialist** – Engages children in learning while parents are onsite.

**Intake Specialist** – Accepts program referrals, checks eligibility, assigns cases and schedules intake appointments.

**Food Service Coordinator** – Plans and prepares food for families in Parent University.

**EXHIBIT E – CONFLICT OF INTEREST POLICY**



## **Learning Community Conflict of Interest Policy**

### **Conflicts of Interest**

#### Contracts

No Council Member may have an interest in any contract to which the Coordinating Council, or anyone for its benefit, is a party unless certain requirements are met. This section only applies when the Council Member or his/her parent, spouse or child has a business association with the business involved in the contract or will receive a direct pecuniary fee or commission as a result of the contract.

The Coordinating Council may enter into a contract if the contract is an agenda item at a Coordinating Council meeting and if the Council Member: (i) makes a declaration on the record to the Coordinating Council regarding the nature and extent of his or her interest prior to official consideration of the contract; (ii) does not vote on the matters of granting the contract, making payments pursuant to the contract, or accepting performance of work under the contract, or similar matters relating to the contract, except that if the number of Council Members declaring an interest in the contract would prevent the Coordinating Council, with all Council Members present, from securing a quorum on the issue, then all Council Members may vote on the matters; and (iii) does not act for the Coordinating Council as to inspection or performance under the contract in which he or she has an interest.

An open account for the benefit of the Coordinating Council with a business in which a Council Member has an interest shall be deemed a contract for purposes of this policy.

#### Employment of Family member of Council Member or Supervisor and Employment of Council Member.

A Council Member, administrator, or other Learning Community employee with supervisory responsibilities may employ or recommend or supervise the employment of an immediate family member if: (i) the person does not abuse his/her official position; (ii) the person makes full disclosure on the record to the Coordinating Council and a written disclosure to the person in charge of keeping records for the Coordinating Council; and (iii) the Coordinating Council approves the employment or supervisory position.

Immediate family member shall mean a child residing in an individual's household, a spouse of an individual, or an individual claimed by that individual or that individual's spouse as a dependent for federal income tax purposes.

For purposes of this policy, "abuse" of official position shall include, but is not limited to, employing an immediate family member (i) who is not qualified for an able to perform the duties of the position; (ii) for any unreasonably high salary, or (iii) who is not required to perform the duties of the position.

No Council Member or employee shall terminate the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.

No Council Member or employee shall employ an immediate family member without first having made reasonable solicitation and consideration of applications for such employment; (ii) who is not qualified for an able to perform the duties of the position; (iii) for any unreasonably high salary; (iv) who is not required to perform the duties of the position.

This section does not apply to an immediate family member of a Council Member or Learning Community employee who was previously employed in a position subject to this section prior to the election or appointment of the Council Member or employee or was employment in a position

#### Other than Contracts or Employment

Council Members shall abstain from voting on matters on which they may have a conflict of interest. Any Council Member who would be required to take any action or make any decision in the discharge of his/her

duties that may cause financial benefit or detriment to him/her, a member of his/her immediate family, or a business with which he/she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner: (i) prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict; and (ii) deliver a copy of the statement to the Political Accountability and Disclosure Commission and to the Secretary of the Coordinating Council who shall enter the statement into the public records of the Learning Community. The Council Member shall take such action as the Political Accountability and Disclosure Commission shall advise or prescribe to remove himself/herself from influence over the action or decision in the matter. The provisions of this paragraph shall not prevent a Council Member from making or participating in the making of Learning Community-related decision to the extent that the individual's participation is legally required for the action or decision to be made. In such event, the Council Member shall report the occurrence to the Political Accountability and Disclosure Commission.

Except as defined by law and these Policies and Procedures, the conflict of interest of a Council Member shall not prevent a Council Member from serving on the Coordinating Council or restrict the hiring or purchasing practices of the Learning Community.

#### Reporting Conflicts of Interest

Any Council Member who has a direct or indirect interest in a formal contract entered into with the Learning Community, or an open account, shall provide the Secretary of the Coordinating Council with the following: (i) the names of the contracting parties; (ii) the nature of the interest of the Council Member; (iii) date that the contract was approved by the Coordinating Council; (iv) amount of the contract; (v) basic terms of the contract. Such information must be provided no later than ten (10) days after the contract has been signed by both parties. Such information shall be kept on a ledger, and shall be retained in the ledger for five (5) years from the date of the last day in office of the Council Member. The ledger shall be available for public inspection during normal working hours.

In the case of open accounts, the above information shall be filed within ten (10) days after the account is opened and thereafter the interested officer shall file a revision to the statement within ten (10) days of each payment on the account specifying the date and amount of the payment.