



## How to apply for a position with Preschool Programs

### Head Start Family Services Family Service Advocate (FSA)

This is a Para-educator Non-instructional position.
<p><b>Education:</b></p> <p><u>Preferred:</u></p> <ul style="list-style-type: none"> <li>• Sixty (60) college semester hours with an official transcript</li> </ul> <p><u>Acceptable:</u></p> <ul style="list-style-type: none"> <li>• Passing grade on the ParaPro Test (464)</li> </ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Actual work experience should be in Head Start, or other preschool program, or other relevant experience</li> <li>• Preferable with economically disadvantaged preschool children and their families</li> <li>• Social Services experiences highly valued</li> </ul>
<p><b>Essential Functions of this Job:</b></p> <ul style="list-style-type: none"> <li>• Home visitor providing social services to approximately 36 families</li> <li>• Plan, implement and organize Head Start parent engagement activities</li> <li>• Recruit and post demographic information for potential Head Start families</li> </ul>

#### Steps to apply for a FSA position: (both steps are required)

1. Complete Polk County Schools Quality Counts Online Applicant Registration (RHS) located at: <http://www.polk-fl.net/employment/onlineapplication.htm>

*In addition to step 1, current employees must complete the PCS Transfer Request Form available online <http://www.polk-fl.net/employment/>.*

2. Using the RHS system, apply for each specific *Non-Instructional* position. View at: <http://www.polk-fl.net/employment/noninstructional.asp> (Scroll down the page to view Para-Educator position vacancies.)