



FOCUS AREA LIAISONS ROLES & RESPONSIBILITIES

The Focus Area Liaisons in an EXCEL BY 5 Community work to ensure that the Coalition meets the requirements for certification in their Focus Area. The Focus Area Liaisons serve as facilitators for their Focus Area Groups and coordinate their activities with the other Focus Areas through the Steering Committee. The Focus Area Liaisons are appointed or elected by their Focus Area Members.

The general duties for the Focus Area Liaisons include:

Activities with Focus Area Members:

- Conduct community assessments of the needs and strengths related to their Focus Area
- Attend Coalition meetings and present progress quarterly on activities intended to meet certification requirements
- Develop and hold community-wide events to address identified needs
- Encourage participation of community members in EXCEL BY 5 activities
- Review the requirements for certification and suggest actions that will assist the community in meeting these requirements

Activities with the Certification Manager and Steering Committee to:

- Meet regularly with the Steering Committee to coordinate Coalition activities
- Assist the Certification Manager in dissemination of the results of the community needs assessment for children 0-5 and their families
- Coordinate Coalition activities through the Steering Committee to address identified needs
- Assist the Steering Committee to develop and revise the Community Action Plan based upon community input and results/outcomes for children and families
- Assist the Steering Committee search for additional agencies/entities to extend services in the community for young children and their families and/or to support coalition activities

The specific duties for each of the Focus Area liaisons are described below.

Community Involvement

- Develop an inventory of existing community resources serving children birth to five years and/or their families
- Attend Coalition meetings and present progress quarterly on activities intended to meet certification requirements
- Meet regularly with the Steering Committee to coordinate Coalition activities



- Develop and coordinate community-wide events with other Focus Areas to address identified education, family, and health needs
- Gather feedback from various community members
- Coordinate with the Steering Committee to revise planned activities based upon community input and data on results/outcomes for children and families
- Recruit and train community volunteers to disseminate information about early education and development
- Explore possible processes with community organizations for updating and maintaining a resource guide of community services
- Search for additional agencies/entities to extend services in the community for young children and their families and/or to support coalition activities

Family and Parent Support

- Identify the needs of families with children birth to five in the community
- Attend Coalition meetings and present progress quarterly on activities intended to meet certification requirements
- Meet regularly with the Steering Committee to coordinate Coalition activities
- Develop and hold community-wide events to address identified family needs
- Develop strategies and tactics for communicating with parents/guardians of children birth to five years regarding existing programs and community resources
- Develop new opportunities for parent education, support, and advocacy as needed
- Develop a Family Support Referral System to link families to community resources
- Gather feedback from family members
- Coordinate with the Steering Committee to revise planned activities based upon family input and data on results/outcomes for children and families
- Search for additional agencies/entities to extend services in the community for young children and their families and/or to support coalition activities

Early Care and Education

- Identify education needs for children birth to five and their families in the community
- Attend Coalition meetings and present progress quarterly on activities intended to meet certification requirements
- Meet regularly with the Steering Committee to coordinate Coalition activities
- Develop and hold community-wide events to address identified education needs
- Assist the Certification Manager in informing community childcare centers and home providers about licensure requirements and training opportunities.
- Assist the Certification Manager in linking educational partners from public and private schools, Head Start programs, early education centers, and home providers for regular planning meetings.
- Encourage participation of community childcare centers and their staff in EXCEL BY 5 activities
- Gather feedback from various community members on education related issues



- Coordinate with the Steering Committee to revise planned activities based upon educator input and data on results/outcomes for children and families
- Search for additional agencies/entities to extend services in the community for young children and their families and/or to support coalition activities

Health and Safety

- Identify health needs for children birth to five and their families in the community
- Attend Coalition meetings and present progress quarterly on activities intended to meet certification requirements
- Meet regularly with the Steering Committee to coordinate Coalition activities
- Develop and hold community-wide events to address identified health needs
- Implement a process to encourage access to developmental screenings for all children 0-5
- Implement a process to encourage appropriate referrals to early intervention services (First Steps for children 0-3 and school districts for children 3-5)
- Gather feedback from various community members on health and safety related issues
- Design and implement a system using community resources to ensure that eligible young children receive early intervention services (including physical, cognitive, speech/language, mental health, and any additional services needed)
- Search for additional agencies/entities to extend services in the community for young children and their families and/or to support coalition activities