

Class Code: 7492

JOB DESCRIPTION

Position Title: COORDINATOR OF THE FAMILY RESOURCE CENTER

Responsible To: Principal/Director of Student Services

Basic Function: Coordinates a comprehensive program of services designed to eliminate barriers to learning for the youth and families of our schools by involving school personnel, social service agencies, and other appropriate community organizations.

Performance Responsibilities:

1. Works directly with the Family Resource Center staff to assure the implementation of the activities as addressed in each of the components.
2. Communicates regularly with the Advisory Council regarding Center activities.
3. Promotes a comprehensive awareness program to assure that the public is familiar with Center responsibilities and services.
4. Assures compliance with all legal expectations communicated through federal and state laws,
5. administrative procedures and regulations, and Board of Education policies.
6. Coordinates and assists in staff selection.
7. Organizes the Center in a manner that will assure its accessibility to families.
8. Adheres to proper accounting procedures in purchasing, bookkeeping, and budgeting.
9. Manages the requisition, use and maintenance of the building and building items in an accountable and efficient manner.
10. Plans and executes training activities for staff, faculties, and families.
11. Observes the performance of the staff and evaluates effectiveness within state and local Board policies.
12. Prepares and submits all required reports in an efficient and timely manner.
13. Promotes Center activities to assure its continuation and expansion.
14. Maintains on-going communication with all other area service agencies.
15. Performs other duties and responsibilities as assigned by the Superintendent.
16. Plan, organize, and coordinate several related functional units supervised by one or more levels of supervision involving diverse activities with difficult problem
17. -solving and significant direct or indirect financial impact.
18. Communicate effectively both orally and in writing.
19. Prepare and deliver oral presentations.
20. Work cooperatively with others.
21. Establish and maintain cooperative and effective working relationships with others.
22. Maintain records and prepare reports.
23. Prioritize and schedule work.
24. Maintain current knowledge of technological advances in the field.
25. Analyze situations accurately and adopt an effective course or action.

- 26. Understand and work within scope of authority.
- 27. Meet schedules and time lines.
- 28. Plan and organize work.

Minimum Qualifications:

Bachelor's degree. Demonstrated ability in administration, social work, psychology, counseling, family studies or related fields. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Licenses and Other Requirements: The Coordinator is not required to have obtained any special license or certification for this position.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following:
"FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Class Code: 7493

JOB DESCRIPTION

Position Title: ASSISTANT COORDINATOR OF THE FAMILY RESOURCE CENTER

Responsible To: Coordinator of the Family Resource Center

Basic Function:

To help students/families resolve personnel, emotional, social, and health related problems that interfere with their adjustment to school/community and their capacity to enjoy the fullest benefits that an education offers them.

Performance Responsibilities:

1. Works with the FRC Coordinator to assure the implementation of the activities as addressed in each of the components.
2. Maintains direct contacts and close working relationships with the school district, community, public and private health and welfare agencies.
3. Serves as a liaison between home, school, and community service agencies.
4. Is responsible for case management with individual families to correct those personal, social, physical or emotional maladjustment related to their educational and social progress.
5. Keeps sufficient records of cases for use by Family Resource Center and outside agencies when appropriate.
6. Assists Coordinator in financial record keeping.
7. Plan, organize, and coordinate several related functional units supervised by one or more levels of supervision involving diverse activities with difficult problem-solving and significant direct or indirect financial impact.
8. Communicate effectively both orally and in writing.
9. Prepare and deliver oral presentations.
10. Work cooperatively with others.
11. Establish and maintain cooperative and effective working relationships with others.
12. Maintain records and prepare reports.
13. Prioritize and schedule work.
14. Maintain current knowledge of technological advances in the field.
15. Analyze situations accurately and adopt an effective course or action.
16. Understand and work within scope of authority.
17. Meet schedules and time lines.
18. Plan and organize work.

Minimum Qualifications:

Experience in administration, social work, psychology, counseling, family studies or related fields preferred.

Licenses and Other Requirements: The Assistant Coordinator is not required to have obtained any special license or certification for this position.

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Terms of Employment: Salary to be established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy on Evaluation of Professional Personnel.

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