

Sorted by Class Code

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.

