**Class Code: 7493**

# LOCAL DISTRICT CLASSIFICATION PLAN

## CLASS TITLE: FAMILY RESOURCE CENTER COORDINATOR I

**BASIC FUNCTION:**

Plan, organize, implement and coordinate a project, program or activity having limited overall impact on the District and requiring limited variety of standard practices and procedures; contact outside the unit are limited to routine matters; require routine supervision.

**DISTINGUISHED CHARACTERISTICS:**

The Coordinator series applies to professional-level, supervisory positions which have responsibility for an on-going activity or function in any area of specialty (instruction or administrative). The levels of Coordinator are distinguished by the overall impact on the District, complexity of the activity supervised, the nature of contacts outside the unit and the independence of action required. There are six levels of the series identified according to these criteria.

**REPRESENTATIVE DUTIES:**

* Plan, organize, implement and coordinate a project, program or activity and evaluate staff as assigned involved in activities having limited overall impact on the District.
* Develop, establish or administer project, program or activity.
* Serve as liaison with other unites, departments or outside agencies as required.
* Make recommendations regarding implementation of project, program or activity and evaluate effectiveness as assigned.
* Maintain communication and work closely with District staff, local school staff and the community regarding information, developments and implementation of project, program or activity.
* Prepare and assist in preparation of reports, records and other documentation as required.
* Accumulate and research data, documents and other pertinent information as required.
* Assure compliance with Federal, State and District policy, administrative procedures and negotiated agreements as applicable to assignment.
* Prepare, deliver or assist with training opportunities as appropriate.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

 **KNOWLEDGE OF:**

* Subject matter in area of assignment.
* Short and long-range planning techniques applicable to area of specialty.
* In-service materials, subject matter and methods in area of specialty.
* Record-keeping techniques.
* Oral and written communication skills.
* Public speaking techniques.
* Research methods and report writing techniques.
* Laws, rules and regulations related to assigned activities.
* Policies and objectives of assigned program and activities

##### Family Resource Center Coordinator I – Continued Page 2

 **KNOWLEDGE OF - continued:**

* Interpersonal skills using tact, patience and courtesy.
* Principles of training and providing work direction.
* Technical aspects of field of specialty.

**ABILITY TO:**

* Provide leadership to an activity having limited overall impact on the District requiring limited variety of standard practices and procedures, limited outside contacts while requiring routine supervision.
* Provide technical assistance to District and school personnel in area of proper specialty.
* Oversee the work of committees and task forces.
* Communicate effectively both orally and in writing.
* Prepare and deliver oral presentations.
* Establish and maintain cooperative and effective working relationships with others.
* Maintain records and prepare reports.
* Compile and verify data and prepare reports.
* Prioritize and schedule work.
* Maintain current knowledge of program rules, regulations, requirements and restrictions.
* Maintain current knowledge of technological advances in the field.
* Analyze situations accurately and adopt an effective course of action.
* Meet schedules and time lines.
* Plan and organize work.

**EDUCATION AND EXPERIENCE:**

 Any combination equivalent to: bachelor’s degree or three years professional experience in area of assignment.

**BOARD POLICY #03.21:**

 Anyone seeking employment with the District on or after July 8, 1996 shall hold a GED or high school diploma before being considered for that position.

Date Adopted: