

Direct of Family Resource Level II Qualifications/ Duties

Position Title: Director of Family Resource – Level II
Immediate Supervisor: Director of Schools
Issued Date: 12/10/01

POSITION SUMMARY

The Family Resource Center (FRC) Director at Westwood Junior High School will carry a Level II designation to indicate more administrative, writing, and editing responsibilities. The Level II FRC Director will serve as the conduit between the Manchester City School District and students to provide needed services through parenting classes, home visits, and daily contact with at-risk students. The Level II FRC Director will assume different roles in fulfilling the mission of the Family Resource Center. The director will serve as public relations coordinator, coordinator of the Extended School Program, coordinator of the ESL/ELL program, coordinator of fund raising activities for WE CARE, grant writer, instructor for all classroom activities for parents with at-risk children, and social worker. The Level II FRC Director will network with local and national agencies that provide services for children. The director will extend their community involvement by volunteering for service with clubs and to serve as a member of board of agencies that participate in activities to meet the needs of a child.

EDUCATION AND EXPERIENCE

The applicant must have five years experience in a related field dealing with children and families. The applicant has earned a four-year degree from an accredited college or university.

QUALIFICATIONS

Demonstrate the ability to:

- Work cooperatively with district administrators, principals, and teachers,
- Maintain confidentiality of information associated with position,
- Communicate effectively in both oral and written format,
- Type at acceptable speed and accuracy levels,
- Manage a grant budget,
- Develop and implement effective staff for accomplishing the goals for the Family Resource Center,
- Stay current in the trends and best practices of operating an effective Family Resource Center,
- Develop and implement effective fund raising activities for WE CARE and the Family Resource Center,
- Supervise workers assigned by the director of schools,
- Reason and make good judgements,
- Present information effectively in verbal and written format,
- Account for Family Resource Center equipment and other equipment and materials assigned,
- Perform the essential functions and requirements of the job, and
- Meet satisfactory health standards.

ESSENTIAL FUNCTIONS

Work with the director of schools to create and implement the conceptual framework of a Family Resource Center.

Serve as a public relations coordinator for the Manchester City School District to create a positive image for the students, school, and school district by networking with organizations, agencies, and the media through the creation and implementation of a public relations plan for the Family Resource Center..

Plan, prepare, and oversee the Family Resource budget.

Serve as a social worker for at-risk students.

Coordinate the district's WE CARE program for eligible students.

Serve as chairman of the Manchester City Schools' Education Foundation.

Develop and implement the Conflict Resolution and Peer Mediation Program at Westwood Junior High School.

Serve as a liaison with the principal, guidance counselor, special education coordinator, and the director of support services to ensure that the appropriate services are offered to meet the needs of at-risk students and their families.

Develop and coordinate fund raising activities for the Family Resource Center and WE CARE.

Plan, develop, and conduct parenting classes.

Serve as ESL/ELL coordinator for the Manchester City School District.

Develop and implement an evaluation framework to monitor the progress of the Family Resource Center at Westwood Junior High School and Westwood Elementary School.

Serve as a grant administrator for both Family Resource Centers.

Write grants to expand and enhance the Family Resource Centers in the Manchester City School District.

Manage and direct instructional activities for the Extended School Program.

Serve as Principal's Designee for IEP Team Meetings at Westwood Junior High and Westwood Elementary Schools.

OTHER RESPONSIBILITIES

Performs other work duties or responsibilities as assigned by the Director of Schools.

PHYSICAL ABILITIES

This position requires lifting of objects not to exceed 25 pounds without assistance and the wearing of a safety support belt and frequent lifting and/or carrying objects that weigh 10 pounds or more. Other physical abilities that may be required are:

Lifting, carrying, pushing, and/or pulling.

Climbing and/or balancing.

Stooping, kneeling, crouching, and/or crawling.

Reaching, handling, and/or feeling.

Talking and/or hearing.

Seeing.