

JEFFERSON COUNTY SCHOOL SYSTEM

JOB DESCRIPTION

FAMILY RESOURCE CENTER COORDINATOR

Qualifications

1. Valid Teacher's license with appropriate endorsement;
2. Administrative or supervisory experience in accordance with state law and State Board Rules and Regulations, based on the minimum of a master's degree;
3. Background in counseling or social services desirable.

Essential Duties and Responsibilities

1. Responsible for the overall planning, implementation, improvement, and evaluation of all countywide FRC services;
2. Works with Advisory Council to insure that all objectives of the program are completed in a timely and effective manner;
3. Works closely with the building principals at Rush Strong and New Market Schools;
4. Serves as the school system's contact person for all FRC services in the county;
5. Promotes and coordinates the Jefferson County Interagency Council meetings, promotes interagency collaboration, and publishes the Jefferson County Social Services Directory;
6. Plans and promotes programs that will enhance the early identification of and services for "at-risk" students (i.e. annual screenings for children enrolled in the Parents As Teachers program and county-wide 4 year old screening opportunities);
7. Plans and provides opportunities for parent education;
8. Maintains and updates the FRC's Parenting and Family INFOLINE dial-up system;
9. Plans and implements programs to involve parents in the education of their children;
10. Works with teachers, counselors, and administrators to follow-up on "at-risk" families in grades K-5;
11. Works closely with administration, attendance office and juvenile judge to follow-up on students at-risk for poor attendance;
12. Conducts home visits to at-risk families regarding referral and direct service information;
13. Works closely with the Head Start Coordinator to identify and deliver services to children and their families;
14. Recruits volunteers as needed to implement the FRC's programs and activities;
15. Seeks out, writes and submits grant proposals to various funding sources for expansion of the FRC concepts and services in Jefferson County;
16. Seeks out and promotes training and professional growth opportunities for FRC site directors;
17. Maintains program data for evaluation purposes;
18. Meets with the Advisory Council on a semi-annual basis for reporting progress and direction;
19. Reports FRC program and plans annually to the Jefferson County School Commissioners at a regularly scheduled meeting;
20. Plans and develops annual budgets for three FRC grants, submits appropriate

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- documentation to State Department of Education for annual approval;
21. Maintains certification for all site directors as parent educators in the Parents As Teachers program;
 22. Supervises and maintains the data base information for pre-school contacts, Interagency, and other individuals and agencies for various mail-out communications and newsletters;
 23. Develops and publishes the pre-school newsletter "Parent Connection: on a quarterly basis;
 24. Performs other duties as assigned by the Advisory Council and/or Director of Schools.