CENTER JOINT UNIFIED SCHOOL DISTRICT

<u>**POSITION TITLE:**</u> Family Resources Coordinator

Programs can include but not limited to :
Family Resource Center
Medi-Cal Administrative Activities (MAA)
Local Education Agency Medi-Cal
Foster Youth Services
Homeless Youth Services
Various grant or district funded programs

<u>**DESCRIPTION OF BASIC RESPONSIBILITIES**</u>
Provide leadership in developing, coordinating, implementing and maintaining assigned programs that meet the educational, health, social service and other needs of families and children. Manage budgets and personnel associated with assigned programs. Provide leadership in the development of district policy and procedures as they relate to assigned programs.

Assure a safe and positive learning environment for students and staff.

<u>**SUPERVISOR:**</u> Director of Student Services

<u>**ESSENTIAL FUNCTIONS:**</u>

1. Provide leadership in organizing, planning, and implementing assigned programs at district school sites.
2. Coordinate subcontractors, volunteers, and program staff to provide optimum level of service to families, children, and youth.
3. Initiate and coordinate the following: intake assessments, case assignments, referrals to direct service personnel, linkages to school and community resources as needed to support educational success of district students.
4. Coordinate with district personnel on maintaining and developing appropriate facilities for assigned programs.
5. Supervise, manage, facilitate professional development, and provide input for evaluation of program staff.
6. Develop and manage program budgets.
7. Develop resources and prepare grant proposals to sustain and expand program related services throughout the district.
8. Lead the development, coordination, and implementation of community, health, and educational support for district students including but not limited to homeless, and foster youth.
9. Establish, coordinate and maintain communication with community groups, law enforcement and school staff; attend, conduct, and chair a variety of meetings with faculty, students, and community representatives; represent the programs at board, district and community functions.

10. Assist in the development and implementation of community-wide projects (i.e. job fairs, health fairs, dental screenings, etc.) through coordination with existing district resources and community resources.
11. Provide leadership in the development of long-range plans on a district-wide basis for addressing family stability as it relates to student success.
12. Develop and conduct orientations and training sessions to support staff in programs related to position.
13. Develop and implement parent education and other trainings associated with educational, health, social services and other related needs of families and children.
14. Identify homeless students based on the legal definition of the federal McKinney Vento Act.
15. Serve as the District Homeless and/or Foster Youth Liaison to local, regional, and state agencies as assigned.
16. Facilitate a supportive, welcoming setting in the district for homeless families and foster youth.
17. Direct the maintenance of comprehensive files pertaining to program participants, inventories, and financial information and contracts.
18. Collect data and prepare reports as required or needed by grant funders, district, county, and state.
19. Analyze data and utilize to develop and implement plans for improvement growing out of program assessment.
20. Enforce and assist in administering applicable State and District codes, policies and laws.
21. Manage the LEA and MAA MediCal reimbursement programs in the district including coordinating with billing agencies, staff training, submitting required reports, and facilitating LEA MediCal collaborative.
22. Attend SARB, 504, IEP Meetings as required.
23. Perform other related duties as assigned.

EDUCATION, EXPERIENCE, & REQUIREMENTS

Education: A bachelor's degree from an approved institution is required. Advanced degree is preferred.

Credential: PPS

Experience: A minimum of five years experience in public or private schools is required.

Other: Valid California driver's license, and provide personal automobile.

Preferred Knowledge/Background and Abilities:
1. School law administration and applicable sections of the State Education code and other applicable laws.
2. Board and District policies, procedures, and regulations.
3. Labor relations law and employee contracts.
4. Budget preparation and control.
5. Familiar with case management and family needs assessment systems.
6. Knowledgeable about community resources and county programs that serve the needs of students and families.

7. Ability to work cooperatively with a broad scope of community services, funding agencies, and staff.
8. An understanding of and appreciation for the cultural and ethnic pluralism of the district, county, state, and nation.
9. Knowledge of the warning signs of homelessness.
10. Homeless youth strategies, funding opportunities, and community contacts.
11. Knowledge of the foster care system including the rights of foster youth and resources available for their support.
12. The ability to effectively write, secure, and manage grants.
13. Interpersonal skills using tact, patience, and courtesy.
14. Strong oral and written communication skills.
15. Knowledge of the principles and practices of management.
16. Operation of a computer terminal and common data analysis programs.
17. The ability to establish and maintain effective working relationships with staff, parents, and the public.

PHYSICAL CHARACTERISTICS
1. Sufficient vision to read printed material
2. Sufficient hearing to conduct in person and telephone conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone and office equipment.
5. Sufficient strength to lift, carry, reach, and handle typical office objects.
6. Sufficient mobility to drive and to move around school campuses.
7. Physical, mental, and emotional stamina to work long hours under sometimes stressful conditions.