CLASS TITLE: FAMILY RESOURCE CENTER DIRECTOR
REPORTS TO: School Principal and/or Designee
EXEMPT STATUS: Exempt
APPROVED: January 14, 2016- Order #2016-1720

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.

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 units, 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.
- Maintain regular attendance.
- 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.
• 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.

PHYSICAL DEMANDS
• Work is performed while standing, sitting and/or walking
• Requires the ability to communicate effectively using speech, vision and hearing
• Requires the use of hands for simple grasping and fine manipulations
• Requires bending, squatting, crawling, climbing, reaching
• Requires the ability to lift, carry, push or pull light weights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: bachelor’s degree and three years professional experience in area of assignment.