

**FAMILY RESOURCE CENTER (FRC) COORDINATOR**

**JOB SUMMARY**

To oversee a comprehensive resource program that offers both information and a support system to families in need and works toward accomplishing two primary goals:

- Strive to eliminate obstacles for children that might hinder performance in the classroom
- Connect family members with a variety of community based agencies and offer families information that will enhance and strengthen family relationships

**QUALIFICATIONS**

- Bachelor's degree
- Valid professional license with appropriate certification or license
- Five years or more experience in a related field (preferred)
- Ability to work effectively with teachers, students, and community representatives
- Such alternatives to the above qualifications as the Director of Schools may find appropriate and acceptable

**RESPONSIBILITIES/JOB DUTIES**

- Report to Director of Schools
- Develop and train an advisory council composed of parents who are potential consumers, management representatives of state agencies that serve children and families, and other local nonprofit social service organizations, philanthropic groups, and family support service providers whose focus is service provision, and/or physical location is within the geographic area identified as the school's community
- Report advisory council findings and act as liaison to the Director of Schools and the Board of Education
- Oversee the daily activities of the FRC
- Manage a FRC Food Bank and Uniform Clothing Bank
- Supervise any appropriately assigned staff, intern or volunteer
- Coordinate and host parental involvement events to include parent training classes, parent support groups, Pre-K parent nights, and family literacy nights
- Provide parents with community resource information in the case of need and emergency
- Assist with community service events/drives as appropriate
- Assist with community disaster relief efforts as appropriate
- Assist with Coordinated School Health program in LSSD
- Collaborate directly with guidance counselors to decrease learning barriers for students
- Participate in required and other appropriate staff development/professional growth opportunities
- Perform other duties as assigned by the Director of Schools