POSITION DESCRIPTION

TITLE: Administrator, Family and Community Resources
LOCATION: Administrative Service Center (ASC)
REPORTS TO: Manager Title I / LAP
DEPARTMENT: Title I / LAP

SUMMARY STATEMENT:
The Administrator of Family and Community Resources is responsible for oversight of all district Family Resource Centers, including supervision of the Family and Community Outreach Coordinators. The Administrator will also support all Title I schools with family input and involvement on their campuses and compliance with state and federal requirements. The Administrator will act as the district liaison for Family Resources with buildings, families, and the community.

ESSENTIAL FUNCTIONS:
1. Recruit, interview, hire, train, and evaluate Family and Community Outreach Coordinators of Family Resource Centers.
2. Provide or arrange for ongoing professional development of Family and Community Outreach Coordinators.
3. Write and administer grants to support students and families.
4. Support title I schools with family involvement according to Title I guidelines.
5. Develop and maintain a Family Involvement Advisory group.
7. Seek donations of money, time, services, etc. from community partners to support the Family Resource Centers.
8. Serve as the district liaison for family support and involvement within the district and in the community.
9. Represent the district in community collaborations
10. Oversee Family Resource Center budgets
11. Provide leadership and assist in the implementation of District goals

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.
2. Participate in staff development opportunities appropriate to the position as they become available.
3. Participate in various District committees as required

PHYSICAL DEMANDS REQUIRED:
- Vision (66-100%)
- Hearing (66-100%)
- Speaking (66-100%)
- Standing (33-66%)
- Sitting (33-66%)
- Writing (66-100%)
- Stooping/Bending (33-66%)
- Walking (33-66%)

MENTAL DEMANDS REQUIRED:
Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

\[(66-100\%) = \text{Continuously} \quad (33-66\%) = \text{Frequently} \quad (\text{Up to } 33\%) = \text{Occasionally}\]

**TOOLS AND EQUIPMENT NECESSARY:**
IBM/PC (clone), typewriter, telephone, photocopy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

**MINIMUM QUALIFICATIONS:**
1. Bachelor’s degree in Social Work, Communication, or a related field, Master’s preferred.
2. Three or more years experience in a leadership position working with volunteers in a school/community setting.
3. Extensive experience working with diverse socio-economic populations.
4. Strong work management skills with the ability to handle multiple assignments and the ability to meet tight timelines.
5. Demonstrated ability working collaboratively and demonstrated experience building effective teams in a dynamic work environment.
6. Excellent cross-cultural communication and interpersonal skills with individuals of all ages.
7. Highly-detailed and organized in work.
8. Strong and effective marketing skills.
9. Demonstrated proficiency in computer applications, including Windows environment and related Microsoft applications.
10. Fluency in Spanish highly desired.
11. Grant writing/reporting and other fund development experience.
12. Demonstrated ability to prepare and compose correspondence.
13. Experience using data systems.

205 days (8 days directly before and after school) Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: ___________________________ Date: _______________

District: ___________________________ Date: _______________

New Revised Date: 02/03/2014
Classification: Management/Confidential
Class:
Display on Web? Yes

Administrator, Family and Community Resources