POSITION DESCRIPTION

TITLE: Family and Community Outreach Coordinator
LOCATION: Various Elementary Schools
REPORTS TO: Administrator, Family and Community Resources
DEPARTMENT: Title I, A / LAP

SUMMARY STATEMENT:
This individual is responsible for all aspects of the development and operation of a Family and Community Resource Center at their assigned location(s), including: establishing and maintaining a worksite plan; communicating with and supporting students and families; communicating with and obtaining community support; establishing a database for reporting impact; collaborating with the building administrator, school personnel, community agencies, school counselors, teachers, families and students. The Family and Community Outreach Coordinator will provide support to the community and families in meeting needs including, but not limited to, clothing, food, employment, health, and a variety of educational offerings.

ESSENTIAL FUNCTIONS:
1. Provide expertise and support for the students and families in their assigned location.
2. Collaborate with the school principal and key stakeholders to develop a site work plan.
3. Forge and maintain partnerships between the school district, building, community, and local businesses to enhance community and volunteer involvement in school activities.
4. Seek donations of money, time, experience, etc. from community partners in meeting the needs of building families and students, and maintain agreements within district policies.
5. Develop and supervise volunteer and intern opportunities.
6. Develop and promote social service and academic and recreational programs, during and after school, for families within the school community.
7. Participate in school decision-making bodies.
8. Recruit and manage collaborative program partners to expand offerings: especially those that affect issues of disproportionality and increase academic success of students.
9. Manage the on-site Resource Center for families and the community.
10. Collect data, administer surveys, and complete other evaluation tasks indicating impact of the program.

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

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%)
Acceptable Attendance
Lifting Up to 50 lbs individually
More than 50 lbs with assistance (33-66%)
MENTAL DEMANDS REQUIRED:
Confidentiality (66-100%)  Problem Solving (66-100%)  Reading Documents (66-100%)
Verbal Communication (66-100%)  Written Communication (66-100%)  Constant Interruptions (66-100%)
Multiple Concurrent Tasks (66-100%)

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%) = Continuously  (33-66%) = Frequently  (Up to 33%) = 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 degree in Social Work, Communication, or a related field; or, equivalent work experience.
2. Two 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 preferred.
12. Demonstrated ability to prepare and compose correspondence.
13. Knowledge of data systems.

Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: _____________________________  Date: ________________

District: ___________________________  Date: ________________

Revised Date: 05/18/2016
Classification: Professional Technicians (PSE)
Class: Class VII
Display on Web? Yes

Family and Community Outreach Coordinator