

## **CLOVIS UNIFIED SCHOOL DISTRICT**

**Position: Family Resource Center Coordinator**

**Salary Grade: 21**

**Salary Schedule: Classified**

**Reports to/Evaluated by: Administrator, Special Education**

**FLSA: Non-Exempt**

### **SUMMARY**

The Family Resource Coordinator (FRC) works independently with minimal supervision performing duties related to the Family Resource Center. The role includes coordinating resources for the Family Resource Center. This position has responsibility for the daily operation of the Family Resource Center.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develops annual FRC service plan, ensuring funds are spent in alignment with grant requirements.
- Collect and report all data related to FRC activities.
- Participates in district and state-wide meetings, as the District representative, may serve on various committees and coalitions.
- Responsible for working with families receiving early start services. Organizes parent volunteers, including Surrogate Parents.
- Disseminate information about current service trends, legal issues, legislative proposals, and case studies related to the families being served.
- Manages FRC budget, grants and ensures funds are spent in alignment with requirements.
- Attends relevant agency lead meetings with CA Department of Developmental Disabilities Services (DDS), CA Department of Education (CDE) and/or Family Resource Center Network of CA (FRCNCA) developing Family Partnerships policies and procedures.
- Perform related duties as assigned.

### **QUALIFICATIONS**

- Knowledge of: Special Education (Part B), Early Start services (Part C), California's Regional Center system & SELPAs.
- Abilities to: Perform all duties of the position with minimal supervision. Organize and coordinate activities independently and effectively. Multi-task and manage varying priorities in a dynamic environment with frequent interruptions. Follow detailed procedures. Communicate effectively verbally and in writing. Establish and maintain effective working relationships with staff, students, and the public. Provide guidance and instruction to patrons proactively and effectively.

### **CERTIFICATIONS, LICENSES, AND SPECIAL REQUIREMENTS:**

A valid Class "C" California Driver's License is required to attend off-site meetings or training sessions.

## EDUCATION AND EXPERIENCE

- Education: This position requires an associate degree and one year of applicable experience. Additional experience can be substituted for higher education.
- Experience: Three years' experience in a school setting or related position.

## WORKING CONDITIONS:

- Work Environment: Primary work takes place indoors within a district facility. Work may occasionally occur outdoors during special events.
- Physical Demands: Sit, walk, and stand as required. Sufficient arm, hand, and finger dexterity to operate keyboards and office equipment. Visual acuity and hearing capability to read and communicate effectively.