

Job Title: Family Resource Center Coordinator **Exempt**
Reports to: Assistant Superintendent
Dept./School: Family Resource Center **Fund Source:** 211

Primary Purpose:

Coordinate the district program for adult and community education. Collaborate with district staff and community members to provide educational and enrichment opportunities for adult learners.

Qualifications:

Education/Certification:

Teacher's Certification
Mid- Management Certification

Special Knowledge/Skills:

Ability to organize and coordinate districtwide program
Ability to interpret data
Knowledge of curriculum and instructional strategies for adult learners
Strong organizational, communication, and interpersonal skills

Experience:

Three years experience as an instructor, trainer, or education program coordinator

Major Responsibilities and Duties:

Program Management

1. Implement procedures and coordinate the process to identify adult- and community-education courses based on community needs and requests.
2. Develop and revise adult-education and community programs.
3. Plan and implement promotion and public relations programs to publicize the family resource center.
4. Prepare and supervise dissemination of informational materials and catalogs to community.
5. Coordinate scheduling and room assignments for all classes.

6. Oversee the enrollment of students in the program.
7. Develop and coordinate a continuing evaluation of the family resource center and implement changes based on the findings.
8. Develop and maintain working relationship with business and other community service agencies.

Budget and Inventory

9. Administer the family resource center budget and ensure that programs are cost-effective and that funds are managed appropriately.
10. Compile budget and cost estimates based on documented center needs.
11. Participate in grant-writing and other activities to obtain center funding.
12. Assist with the selection and purchase of supplemental equipment and supplies for the center.

Policy, Reports, and Law

13. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
14. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy. Supervisory Responsibilities:

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent prolonged and irregular hours. Frequent districtwide travel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature: _____

Date: _____