

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Family Resource Coordinator

Date: March 22, 2023

REPORTS TO: Director of Special Education

Approved by: Board of Directors

JOB SUMMARY: Provide services, training and resources to families by meeting, organizing, and planning programs that will strengthen families and communities.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Responsible for organizing family programs and establishing and maintaining relationships with other family information/education programs in the region and across the state.
2. Participate in local, state, and federal meetings as well as any sub-committee group meetings.
3. Work with the local, state and federal task forces to provide support with communication and direction to the chairperson/s. This includes distribution of flyers, folders, and general information to various family groups and related organizations.
4. Provide family resource trainings in conjunction with Early Intervention Coordinators.
5. Maintain all required email listserv for distribution of material and workshop information.
6. Work with families and staff to incentivize participation surveys.
7. Track all survey data and plan trainings.
8. Maintain communication by distributing regular newsletters, updating the website and social media sites with the technology department for distribution to families and school districts.
9. Develop a survey of needs/concerns for families within MIU IV catchment area and provide this data to the early intervention program.
10. Accompany families by request to IEP meetings and act as a support person and resource for them.
11. Ensure compliance with Special Education regulations/procedures and corresponding paperwork.
12. Work with families of children with disabilities in special education programs in districts or early intervention programming, upon request.
13. Meet with Special Education supervisors to plan and offer support to Early Childhood Environments (ECE) in implementing family trainings, groups as well as present at workshops when requested.

14. Work in cooperation with supervisors to assist with families who may have concerns regarding their child's diagnosis or placement.
15. Maintain a monthly list of targeted items, tasks and duties from year to year.
16. Perform other duties as assigned by supervisor in support of the Early Intervention program.

QUALIFICATIONS:

- Five (5) years of experience in family programs, early childhood development/education, and/or related field required.
- Bachelor's degree in early childhood development, counseling, family services, and/or related field required.
- Must have valid driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing or moving throughout the work environment

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office environment
- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under a high level of stress

COGNITIVE ABILITY:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess computer skills
- Ability to operate various office equipment
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)