

St. Helens School District  
St. Helens, OR



Job Description

**FAMILY RESOURCE COORDINATOR**

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**Reports To:** Building Administrator

**FLSA Status:** Non-Exempt

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**JOB SUMMARY**

This position will coordinate family outreach services by providing specific information about programs and services that are available to families and students in the district and community agencies. Family outreach will include providing support to families, partnering to include families' diverse voices in district initiatives, and providing advocacy for families by fostering an ongoing partnership between home and school. Working from both the Family Resource Center and District Office, this position will provide interpretation and translation services and support district translation services. This position will engage in positive customer relations by greeting, welcoming, and directing patrons appropriately, answering, screening and forwarding incoming calls while fostering relationships between the community, St Helens' schools, and families who have been historically underserved.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Serve as a liaison to parents/guardians and students to remove barriers to student's success by connecting them with district and outside agency resources
2. Provide communication link between schools and parents/families
3. Interpret and translate district/school communications as needed
4. Serve as a contact person for families to call with questions about school services, activities and/or events
5. Collaborate with school counselor and/or school leadership team to identify and support higher needs of families
6. In collaboration with counselors, social workers or administrators, develop and lead parent trainings to increase student and parent voices/involvement who have been historically underserved
7. Participate in a variety of meetings or committees to convey and/or gather information required to perform functions and remain knowledgeable of current best practices (e.g. positive behavior interventions, social-emotional learning, restorative practices, response to intervention, child study meetings)
8. Liaison for school translations services
9. Perform record keeping, clerical functions and the preparation of a variety of documents, reports and written material maintaining confidentiality
10. Work with District Nurse as needed on health issues, as appropriate
11. Work with the McKinney-Vento liaison, as needed on issues of housing insecurity

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This job description is not intended to be and should not be construed as an inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, add or remove duties and assign duties as necessary that still reflect the essential functions of the department.

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**SUPERVISORY RESPONSIBILITIES**

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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**QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. High school diploma, GED or equivalent
  2. Effective communication skills- must be able to speak, read and write English and Spanish fluently for spoken and written translation including educational documents
  3. Positive, friendly and compassionate interpersonal skills
  4. Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram
  5. Frequently makes decisions and exercises independent judgment
  6. Sound critical thinking and problem-solving skills.
  7. Advanced knowledge of computer usage (Email, Google Suite, MS Office and/or other computer software platforms)
  8. Possess a valid Oregon Driver's License
  9. Follow all district policies, work procedures and reasonable requests by proper authority
  10. Maintain the integrity of confidential information relating to a student, family, colleague, district patron and District personnel
  11. Maintain regular and consistent attendance
  12. Ability to work in an environment with frequent interruptions
  13. Excellent organization and record keeping skills
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**SALARY**

As negotiated in the OSEA agreement.

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**EVALUATION**

Performance of this job will be evaluated in accordance with the provisions of the Collective Bargaining Agreement between the St. Helens School District and the Oregon School Employees Association.

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**ADA REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 75 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

<b>PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES</b>					
_____	_____	_____	_____	_____	_____
<b>In an 8-hour workday, this job requires:</b>	_____	_____	_____	_____	_____
<b>R</b> - Rarely (Less than .5 hr per day)	<b>O</b> - Occasionally (.5-2.5 hrs per day)				_____
<b>F</b> - Frequently (2.5-5.5 hrs per day)	<b>C</b> - Continually (5.5-8 hrs per day)				_____
<b>NA</b> - Not Applicable	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting	_____	_____	_____	x	_____
Stationary Standing	_____	_____	_____	x	_____
Walking (level surface)	_____	_____	_____	x	_____
Walking (uneven surface)	_____	_____	x	_____	_____
Crawling	x	_____	_____	_____	_____

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Crouching (bend at knees)			x		
Stooping (bend at waist)			x		
Twisting (knees/waist/neck)			x		
Turn/pivot			x		
Climbing (stairs)		x			
Climbing (ladder)	x				
Reaching Overhead		x			
Reaching extension		x			
Repetitive use arms				x	
Repetitive use hands grasping				x	
Repetitive use hands squeezing			x		
Fine manipulation				x	
Using foot control				x	
*Pushing/Pulling (Maximum Weight: 40 lbs)		x			
*Lifting/Carrying (Maximum Weight: 40 lbs)		x			
*Identify items typically moved: _____					

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually low to moderate, but occasionally high. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employees may be exposed to blood borne pathogens.

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**OTHER**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: St. Helens SD

Prepared Date: 2023

I have read and understand this job description.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_