

RIVERSIDE UNIFIED SCHOOL DISTRICT

**CLASS TITLE: COORDINATED FAMILY SERVICES SUPERVISOR –
Riverside Adult School (RAS)
(Range S-20)**

BASIC FUNCTION:

Under general supervision of the Director of Adult Education, responsible for training parents and paraprofessionals and coordinating services families.

REPRESENTATIVE DUTIES:

Plans and develops parent education activities. *E*

Conducts parent workshops. *E*

Works with site principals and/or their designees to develop and implement site-specific training and educational programs for parents. *E*

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Parent involvement requirements required by the funding source.

Parenting programs such as PIQE.

Community resources and how to access services.

ABILITY TO:

Plan, implement and coordinate site-specific parent training and education programs.

Work collaboratively with district office personnel, site principals, Categorical Program Specialists, and community agencies such as the Youth Service Center, Department of Public Social Services, and Health Department

Present effective parenting programs.

Assist principals and CPSs with increasing and improving parent involvement.

Speak, read and write Spanish desired.

EDUCATION AND EXPERIENCE:

High school graduation required; college degree desired; minimum two (2) years positive experience working with parents and community agencies; experience with PIQE

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor environment.

Driving a vehicle to conduct work.

Evening hours required.

PHYSICAL ABILITIES:

Seeing to evaluate home conditions.

Hearing and speaking to exchange information in person or on the telephone.

Climbing stairs at apartment buildings.

Bending at the waist to get in and out of the vehicle.

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard and a telephone.

HAZARDS:

Home visits to potentially unsafe neighborhoods.

Contact with sick or bleeding students.

Driving a vehicle during adverse weather conditions.