

ONTARIO-MONTCLAIR SCHOOL DISTRICT

FAMILY SERVICES COORDINATOR

DEFINITION

Under the supervision of the Pupil Personnel Services Director and the four Principals in the specified region of the district, the Family Services Coordinator will provide region wide leadership in the planning and implementation of a comprehensive health program for students and their families. This program will include, but not limited to the coordination of County and community Collaborative for the localization of services to the specified region of the District. The ongoing design of a program created to improve the quality of life and health and welfare of children and their families, especially those at-risk, by insuring that there is access to health/mental health services to enable students to receive and benefit from public education. The program is based on a multi-agency collaborative approach using neighborhood schools as a school community resource center.

EXAMPLES OF DUTIES

- Develops and analyzes a needs assessment for a community within a four school region;
- Coordinates ongoing program design and planning with the participating schools and the collaborative; develops and maintains ongoing partnerships with a collaborative of county, community, and private service providers;
- Develops, maintains, supervises and coordinates the following services to students and families: Public Health, Mental Health, Probation, Employment Agency, Hospital, Recreation;
- Coordinates the collaborative for providing in-service and training to other regions in the District;
- Coordinates collaborative meetings for ongoing case management services and future planning;
- Monitors and maintains the referrals received from the participating schools;
- Provide Psychosocial Assessments and Case Management Plans for the students and families from four schools in the District;
- Facilitates grant writing with the collaborative and participating schools;
- Collaborates with on-site personnel such as: principals, teachers, counselors, psychologists, and nurses; supervises interns and clerical positions.

QUALIFICATIONS

Knowledge of:

- Principles, methods, techniques, strategies, and trends in educational, vocational, career, social and emotional adjustment counseling;
- Applicable and appropriate aptitude, interest, and achievement appraisal instruments, techniques, and procedures;
- Social service and youth service agencies in the local area;
- Social, emotional, and behavioral characteristics of elementary aged children;
- Program evaluation and research techniques, strategies, and procedures;
- Elementary school level curriculum and educational program;
- Appropriate curriculum and instructional programs pertaining to students with a variety of aptitudes and varying interests.

Ability to:

- Assist students in effectively analyzing and developing alternative solutions to behavioral educational , social and emotional problems and concerns;
- Conduct, analyze , and effectively utilize a variety of individual and group testing procedures and instruments;
- Effectively deal with site and District personnel, parents , social service , and youth service agencies, in resolving student problems and concerns;
- Effectively participate in the planning and implementation of school guidance and curricular programs;
- Communicate effectively in oral and written form , and as required by the assignment utilize a second language;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain effective organizational, public, and community relationships;
- Communicate effectively on an administrative level with professional collaborative;
- Communicate effectively with students, parents, principals, teachers, and community persons.

Work Year:

206-day work year

Education

Equivalent to the completion of an earned master of arts or higher degree in psychology , counseling and guidance , or a closely related field

Experience

Two years of successful counseling experience, one of which must have been involved with students and two years of clinical counseling experience preferred.

Certification Requirement:

Possession of a valid California Pupil Personnel Services credential. Possession of a Clinical License (Preferred).

Condition of Employment:

Insurability by the district's liability insurance carrier.

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 essentials functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristic 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

BOARD APPROVED: September 19, 1996