

## **COLUSA COUNTY OFFICE OF EDUCATION**

**CATEGORY: PROGRAM SUPPORT**

**CLASSIFICATION: COORDINATOR**

**JOB TITLE: FAMILY SUPPORT COORDINATOR**

### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent or designee, is responsible, in coordination with the Family Resource Center (FRC) area managers and specialists in the Tri-County Regions, for implementation and monitoring of the parent involvement and policy council activities of the performance standards program wide.

### **REPRESENTATIVE DUTIES:**

Provide information and resources via telephone, mail and in person to families and professionals. **E**

Provide referral and networking services for infant and toddler from birth to 3 to families and professionals in the FRC. **E**

Provide training and/or a resource for training to implement an effective program and to provide program orientation to new families and visitors. **E**

Act as a resource for parents regarding parent training, activities and education, and assist staff and parents with follow-up. **E**

Complete required reports for FRC Policy Council. **E**

Maintain documentation of program area activities, including but not limited to handbook, newsletters, telephone contact log, etc. **E**

Assist in developing and maintaining a quality parent support program through ongoing collaboration with infant program staff in team meetings, staff meetings, and participating in reviews. **E**

Assist in maintaining a quality parent support program through ongoing collaboration with County Office of Education infant program staff and other agency staff through team meetings, and participating in reviews. **E**

Utilize bilingual skills to translate oral and written communications between staff, families and others as appropriate. **E**

Assist the Special Education Program Specialist in program planning, monitoring and self-review. **E**

Assist with preparation of annual FRC Plan. **E**

Assist in planning annual FRC budget. **E**

Complete, prepare and submit monthly billing report for FRC. **E**

Operate office equipment including computer terminal, calculator and copier. **E**

Oversee FRC library in filing and categorizing resources. **E**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Working effectively with groups  
Motivating and organizing volunteers  
Correct oral and written usage of English and designated second language  
Oral and written communication skills  
Record-keeping techniques  
Interpersonal skills using tact, patience and courtesy  
Modern office practices, procedures and equipment  
Computer hardware and software in order to perform word processing, information retrieval and maintenance of data

**ABILITY TO:**

Learn and apply policies and objectives of the assigned program  
Perform activities that encourage and motivate parent and community involvement in the FRC Program  
Relate effectively with families in the program  
Communicate effectively both orally and in writing  
Establish and maintain cooperative and effective working relationships with others  
Maintain records and prepare reports  
Read, write, translate and interpret English and a designated second language  
Maintain confidentiality  
Operate a variety of office equipment to perform assigned duties  
Lift and carry objects weighing up to 40 pounds  
Operate a computer to complete reports and maintain data  
Operate a vehicle to conduct work

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school; two year of experience working with parents, volunteer groups and community groups; and/or college course work in Early Childhood Education, social science, community relations or related field.

**LICENSES AND OTHER REQUIREMENTS:**

Bilingual English/Spanish required  
Valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor setting

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment  
Hearing and speaking to exchange information on the telephone or in person  
Sitting or standing for extended periods of time  
See to review and type materials  
Reaching overhead, above the shoulders and horizontally to retrieve and store materials  
Lifting, pushing, pulling and carrying objects weighing up to 40 pounds  
Driving a vehicle to conduct work

**Employee Group:** Classified - Unrepresented

**FLSA Status:** Non-Exempt

**Salary Schedule:** 171

**Approval Date:** January 2008