

MADISON COUNTY SCHOOLS
Job Description

CLASS TITLE: FAMILY RESOURCE CENTER DIRECTOR

REPORTS TO: School Principal and/or Designee

EXEMPT STATUS: Exempt

APPROVED: January 14, 2016- Order #2016-1720

BASIC FUNCTION:

Plan, organize, implement and coordinate a project, program or activity having limited overall impact on the District and requiring limited variety of standard practices and procedures; contact outside the unit are limited to routine matters; require routine supervision.

REPRESENTATIVE DUTIES:

- Plan, organize, implement and coordinate a project, program or activity and evaluate staff as assigned involved in activities having limited overall impact on the District.
- Develop, establish or administer project, program or activity.
- Serve as liaison with other units, departments or outside agencies as required.
- Make recommendations regarding implementation of project, program or activity and evaluate effectiveness as assigned.
- Maintain communication and work closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity.
- Prepare and assist in preparation of reports, records and other documentation as required.
- Accumulate and research data, documents and other pertinent information as required.
- Assure compliance with federal, State and District policy, administrative procedures and negotiated agreements as applicable to assignment.
- Prepare, deliver or assist with training opportunities as appropriate.
- Maintain regular attendance.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Subject matter in area of assignment.
- Short and long-range planning techniques applicable to area of specialty.
- In-service materials, subject matter and methods in area of specialty.
- Record-keeping techniques.
- Oral and written communication skills.
- Public speaking techniques.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.

- Interpersonal skills using tact, patience and courtesy.
- Principles of training and providing work direction.
- Technical aspects of field of specialty.

ABILITY TO:

- Provide leadership to an activity having limited overall impact on the District requiring limited variety of standard practices and procedures, limited outside contacts while requiring routine supervision.
- Provide technical assistance to District and school personnel in area of proper specialty.
- Oversee the work of committees and task forces.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Compile and verify data and prepare reports.
- Prioritize and schedule work.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Maintain current knowledge of technological advances in the field.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.

PHYSICAL DEMANDS

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and three years professional experience in area of assignment.