

Sweetwater Union High School District

FAMILY COMMUNITY SERVICES PROGRAM COORDINATOR

Purpose Statement

The job of Family Community Services Program Coordinator is done for the purpose/s of servicing as a liaison between the school district and the parents and students in the identified programs; monitoring student attendance; ensuring operation in compliance with county, state and/or federal requirements; providing information on services available to eligible students and families; conveying information regarding school and/or district activities and procedures; and referring families to other agencies; under the direction of the Director and Program Manager of State & Federal Programs.

Essential Functions

- Monitors attendance, progress, and goal attainment of assigned participants for the purpose of supporting student development and academic success.
- Serves as a liaison between school district and parents/students (e.g. teacher conferences, interpret/translate for teachers, parents, administrator, etc.) for the purpose of facilitating access to resources.
- Contacts parents regarding attendance, test scores, discipline and other behavioral issues for the purpose of fostering parental involvement in student success.
- Confers with students, parents, district personnel and community members for the purpose of gathering and conveying information regarding student activities and process.
- Assists in coordinating parent meetings (e.g. contacting parents, phone calls, fliers, etc.) for the purpose of encouraging parental support and involvement in the program.
- Assists parents and/or students with a variety of activities (e.g. completing forms, providing transportation, moral support, etc.) for the purpose of meeting the academic and social needs of the identified students.
- Orients students, families and volunteers for the purpose of establishing familiarity with program, services and required processes.
- Assists in coordinating the activities of the Foster Youth Services (FYS) and/or Homeless Education Services (HES); provides technical leadership and direction.
- Provides parents and students with referrals (e.g. medical/clinic appointments, student eyeglasses, clothing, books, etc.) for the purpose of fostering community resources and developing reference lists of available community resources.
- Reports incidents and observations (e.g. suspected child abuse, suspected substance abuse, etc.) for the purpose of maintain students' safety, providing a positive learning environment and adhering to Education Code, administrative and/or school policies.
- Responds to inquires (e.g. student, teachers, administrators and/or parents, etc.) for the purpose of solving problems, providing information and/or directing to other sources.

- Prepares reports, documents and other written materials (e.g. newsletters, information packets, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Participates in workshops, meetings, seminars community teams, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Maintains a variety of manuals and electronic files and records (e.g. daily log activities, program participation, referrals, budgets, non-graduating students, active students, etc.) for the purpose of documenting activities, providing an up to date reference and audit trail.
- Arranges and conducts training sessions.
- Assists in coordinating the operation of the Foster Youth Services (FYS) and/or Homeless Education Unit by providing technical leadership, training and assistance to other Foster Youth Service Staff.
- Assists in organizing work assignments and setting work priorities.
- Performs sensitive and difficult liaison work assignments of the Unit.
- Plans and organizes collaborative meetings by setting meeting dates, coordinating participation, and preparing and distributing meeting materials.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; developing effective working relationships; and preparing and maintaining accurate records.

KNOWLEDGE of the organization and operations of the Foster Youth Services and Homeless Education Programs, federal and state regulations and laws affecting the education of foster and homeless children (Homeless Education Act, NCLB, AB 490) including children with special needs (IDEA, and ADA-Section 504 of the Rehabilitation Act).

ABILITY to communicate effectively both orally and in writing, establish and maintain rapport with those contacted in the course of work; facilitate meetings, activities and workshops; develop and make oral presentations to groups; operate a computer and associated software; work independently and as a part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating with a defined

budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

Education/Experience

Master's degree from an accredited college or university with major course work in educational or social services or related field and (3) three years of experience in education or social services. Knowledge of organization and operations of Foster Youth and Homeless Education preferred.

Required Testing

None Specified

Certificates & Licenses

California Teaching Credential

California Administrative Services Credential

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance and

Criminal Justice Fingerprint/Background Clearance

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410