



NEW: Submitted:  
08/18/2021 08/17/2021

JOB TITLE:	COORDINATOR FAMILY OUTREACH STUDENT LEARNING CENTER
DIVISION	ACADEMIC SCHOOL PROGRAMS AND SPECIAL POPULATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8054
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

The coordinator will promote student learning by assuming responsibility for coordinating services. The Family Outreach Coordinator Student Learning Center will develop and maintain relationships with students and families to ensure that they receive comprehensive services. The comprehensive services include health and social services, programming, and a range of parent development training opportunities at the site. The Family Outreach Coordinator is also responsible for conducting community outreach efforts to identify and develop relationships with community-based organizations that provide other needed services to families.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides comprehensive support to students and families through community based interventions and education to address the support services needed; this may include consultations with school personnel, parent education and skills training

Collaborates with school-based administrators to prioritize individual students needs based on needs assessment and data

Identifies academic difficulties which interfere with learning

Serves as facilitator of Students and Family Learning Team meetings, completes all documentation in a timely manner; performs necessary tasks to help families understand the SFLT process and make decisions about selection of SFLT participant

Provides individuals with appropriate referrals to community programs and services; follows up on all referrals to assess outcomes and additional services as required

Consults and cooperates with appropriate school, District, and community partners to ensure linkage, advocacy, and follow up with the focus on attaining academic goals

Promotes family engagement by providing parent support groups, family collaboration meetings, and home visits

Implements innovative approaches to outreach to build strong positive relations with students and families

Provides motivational support and guidance

Performs record-keeping of services, referrals, and internal or external tasks in a timely and objective manner

Promotes culturally responsive practices and utilizes these practices when working with students and families

Attends all Student Learning Center meetings

Adheres to all District and professional ethical guidelines and standards

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, driving automotive equipment and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
Bachelor's degree
Three (3) years of successful experience with business and community agencies
Successful experience working with youth and adults
Ability to work well with students and families
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's Degree in counseling, social work, or human services related fields
Training in providing social work, academic and behavioral supports to school age students
Demonstrated expertise in working with students, parents, school personnel, and community members
Experience in diverse workplace