



**FERN RIDGE SCHOOL DISTRICT 28J**  
**Job Vacancy Announcement**

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**NOTICE OF VACANCY**

**FAMILY RESOURCE CENTER COORDINATOR**  
**PART-TIME POSITION**

September 20, 2018

Fern Ridge School District is currently accepting applications for a Family Resource Center Coordinator. This position is funded by a grant for the 2018-2019 school year and may continue into 2019-2020 depending on grant funding. The position is not to exceed 15 hours per week or 425 hours in a calendar year. Some hours may be required over the summer. Salary range is \$14.75 to \$15.25 per hour (depending on experience) with no benefits and no PERS. In addition, the successful candidate must have a fingerprint background check (cost is \$71.50) unless fingerprints are on file with the Oregon Department of Education.

Job Summary - Responsible for providing outreach to families with children age 0 to 6 within the Fern Ridge School District through the Fern Ridge School District Family Resource Center. This includes referrals to resources as well as planning and/or supporting activities that offer families the opportunity to be involved in their child's education. Responsibilities include coordination of family activities and parent education classes with existing parent groups and school staff. A complete job description is attached to this posting.

The following information is required for candidates to be considered for this position:

- Letter of Application
- Classified Application Form
- Current Resume
- Three (3) Letters of Recommendation

Information is available at the District Office, 88834 Territorial Rd., Elmira, OR 97437, (541) 935-2253, or [www.fernridge.k12.or.us](http://www.fernridge.k12.or.us).

Closing Date: Open Until Filled  
Starting Date: To Be Decided

**Send to:**

Fern Ridge School District  
Human Resources Department  
88834 Territorial Road  
Elmira, OR 97437

**Contact Information:**

Website: [www.fernridge.k12.or.us](http://www.fernridge.k12.or.us)  
Phone: 541-935-2253 Ext. 1203  
E-Mail: [mcook@fernridge.k12.or.us](mailto:mcook@fernridge.k12.or.us)

**FERN RIDGE SCHOOL DISTRICT 28J**  
**JOB DESCRIPTION**

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**Job Title:** Family Resource Center Coordinator  
**Reports To:** Fern Ridge Middle School Principal  
**Status:** Grant Funded Non-Union Position

One-Two year grant position. Continuation depends on grant funding.  
Not to exceed 425 hours in a calendar year.  
Not to exceed 15 hours in a week. Some hours will be required over the summer.  
\$14.75-15.25/per hour – No Benefits, No PERS

**JOB SUMMARY**

Responsible for providing outreach to families with children age 0 to 6 within the Fern Ridge School District through the Fern Ridge School District Family Resource Center. This includes referrals to resources as well as planning and/or supporting activities that offer families the opportunity to be involved in their child’s education. Responsibilities include coordination of family activities and parent education classes with existing parent groups and school staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Work collaboratively on teams; balancing diverse needs and perspectives.
- Manage complex workload including timelines, and responsibilities efficiently.
- Work with school administrators to develop and implement programs and projects for families with children 0 to 6 including work plans to meet deadlines.
- Outreach to families, staff, and community partners.
- Work with staff to identify and outreach to families with children ages 0 to 6.
- Maintain a family center where all families, community, and staff can feel welcome and safe.
- Coordinate activities with other school and community programs.
- Help families with strengths assessments and in determining needs.
- Approve the display or posting of all signs and posters.
- Guide families in positive activities that promote their involvement in their child’s education.
- Attend trainings and meetings as assigned.
- Maintain strict confidentiality about families and children.
- Implement program and grant evaluations, measurement tools, and grant reports.
- Track the budgeting and spending of grant funds with the help of the budge manager.
- Other duties as assigned.

**REQUIRED QUALIFICATIONS**

- Valid Oregon driver’s license, a car, and valid automobile insurance
- Experience working with a diverse population of families and students.
- An associate’s degree or equivalent.

- Able to work flexible schedule and hours (i.e. some evenings, weekends, early mornings, etc. will be necessary. Some summer hours will be included in the position.)
- Demonstrate basic understanding of child abuse and other social issues that affect parenting, families, and children.
- Experience in budgeting and basic fiscal management.
- Basic computer skills including spreadsheets, word processing, social media, and email.
- Communicate effectively and clearly to a wide range of audiences both orally and in writing.
- Able to work independently and/or with a team of teachers, parents, volunteers, and students.

## **PREFERRED QUALIFICATIONS**

- Ability to problem solve and use positive communication skills in outreaching to families, community agencies, and local resources.
- Experience working with a diverse population of families and students.
- Experience in Early Childhood Education, social work, or related field.

## **WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

The working conditions and physical requirements described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. The employee typically works with groups of students and on a one-on-one basis, but may work alone in the office; noise level in the work environment is usually low to moderate, but occasionally be high depending upon activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions, duties, and responsibilities of the job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is regularly required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

