



## FERN RIDGE SCHOOL DISTRICT 28J Job Vacancy Announcement

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### FAMILY SUPPORT COORDINATOR

December 7, 2021

Fern Ridge School District is looking for a family support coordinator in a .50 position (4 hours per day).

The Fern Ridge Family Support Coordinator assists with identifying, coordinating and mobilizing human service agencies for the delivery of services to district students and families. This position will support building administrative staff in regards to public information and communication efforts.

#### Essential Job Duties:

- Assist and supervise the training and evaluating of district volunteers.
- Assist and supervise specified non-licensed employees such as the Family Resource Coordinator.
- Identify, coordinate, and mobilize human service agencies for FRSD students and families.

#### Essential Requirements:

- Knowledge of common children, youth, and family issues.
- Demonstrated ability to mobilize services to families in crisis situations.
- Demonstrate skill and leadership in the management of personnel.
- Ability to develop, format, and distribute informational materials and maintain a program library of service providers.
- Familiarity with Lane County community and educational resources.
- Maintains a current Oregon drivers license.
- Fingerprint background check on file with the Oregon Depart. of Education (cost is \$71.50)
- Evidence of compliance with all Oregon Health Authority rules for school employees.

#### Preferred Requirements:

- Bachelors degree or related experience in Human Services.
- Ability to coordinate fund raising and grant writing efforts of the program.

#### Personal Strengths:

- Creative thinker; interested in facing the challenge of moving education forward in today's world.
- Problem solver; comfortable using analysis, collaboration and persistence.
- Ability to articulate a clear vision and facilitate its implementation.
- Strong organizational and time-management skills.
- Ability to be proactive and positive with families in difficult situations.
- Excellent written and oral communication skills.
- Ability to work harmoniously with others.

**Application Procedure:** Qualified applicants are invited to apply for this by submitting the following to Michelle Smith at the District Office:

- Letter of Interest
- Current Resume
- FRSD Employment Application
- At least four (4) letters of recommendation from persons qualified to comment on your skills, abilities and/or preparation for this position.

**Position Start Date:** To be determined.

**An Affirmative Action/Equal Opportunity Employer:** Fern Ridge School District 28J does not discriminate on the basis of race, color, religion, ancestry, national origin, disability, gender or sexual orientation in admission or access to the treatment of employment in its programs and activities as require by state and federal law. If you have any concerns or complaints, please contact Human Resources at 541-935-2253 Ext 1203.

**Veterans:** A copy of the applicants Certificate of Release or Discharge from Active Duty (a federal DD Form 214 or 215), which shows character of service upon discharge **OR** a letter from the U.S. Department of Veterans Affairs indicating the applicant receives a non-service connected pensions.

**Disabled Veterans:** A copy of the applicant's Certificate of Release or Discharge from Active Duty (a federal DD Form 214 or 215), which shows character of service upon discharge **AND** a copy of the applicant's veteran's disability preference letter from the U.S. Department of Veterans Affairs (unless the information is included on the DD Form 214 or 215).

For veterans' preference to apply, the required military documents must be submitted at the time of application submission.

**Contact Information:**

Fern Ridge School District 28J  
Human Resources Department  
88834 Territorial Road  
Elmira, OR 97437

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



JOB DESCRIPTION

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**Job Title:** Family Resource & Communications Coordinator  
**Reports To:** District Office-Director  
**Status:** District Office-Non-represented

**Position Summary**

The person in this position will identify, coordinate and mobilize human services agencies for the delivery of services to district students and families. In addition, they will support district and building administrative staff in regards to public information and communications efforts, which include internal and external communications and relations. The position will help support the oral and written translation process (i.e. English to Spanish and Spanish to English) in conjunction with district vendors in regards to conferences, hearings, IEP meetings and documents. The position will also support the training, supervising and evaluating of volunteers and other non-licensed employees, such as the Family Resource Coordinator. This position requires flexible scheduling to accommodate evening events. This position may be partially grant-funded. **For 21-22, this position will be on a ½ time (.5 FTE) 210 day contract. Exact Calendar TBD**

**Supervisory Relationship**

The position is supervised by the District Office Director

**Minimum Qualifications**

1. Possess a good ability to communicate with parents and students both in writing and verbally.
2. Knowledge of children, youth and family issues
3. Sensitivity to diverse ethnic and culture background of families and economically disadvantaged families.
4. Demonstrated ability to manage crisis situations and ability to mobilize services to families
5. Ability to work independently with minimum direct supervision, while exercising sound independent judgement
6. Demonstrated ability to maintain confidentiality
7. Demonstrate clerical and personal computer skills
8. Ability to develop, format and distribute informational materials and maintain a program library of service providers
9. Responsibility to know, understand and adhere to District policy.
10. Familiarity with Lane County community and educational resources; and ability to mobilize volunteers, non-profit organizations and family service resources
11. Provides professional assistance in the development of various publications, media releases, blog posts and social media
12. Produces on-going communication documents that share accomplishments and efforts by the district
13. Establishes effective communication channels with all internal and external publics
14. Coordinates expedited responses to inquiries and complaints received from community members, news media and school district personnel
15. Coordinates recognition programs for employees and students
16. Conducts information campaigns for District and state elections
17. Maintains current Oregon driver license

18. Embodies a strong work ethic, maintains regular attendance, performs the physical mental and emotional requirements associated with successful performance
19. Ability to hold self and others accountable
20. 2-year degree in related field or related experience

### **Preferred Qualifications**

1. Bachelors degree or related experience in Human Services
2. Ability to coordinate fund raising and grant writing efforts of the program

### **Work environment / Physical demands**

May work alone at times but usually must interact with staff, community, volunteers and various organizational staff.

- Stand/walk 2-3 hours or more
- Engage student/parents/teachers
- Use hands repetitively on computer, grasping, pushing
- Sit 1-3 hours or more
- May need to bend, squat, climb, lift 50 or more pounds.

### **Workplace Expectations**

1. Maintain regular attendance and punctuality to work and work-related activities
2. Maintains the integrity of confidential information relating to a student, family, colleague or district patron
3. Follows all district or supervisor policies, rules, regulations, memos

### **Contract Terms**

This is an annual contract, renewed each year following end of year evaluation.

### **Evaluation**

Performance of this job will be evaluated by the District Office Director, and will be in accordance with the provisions of the board's policy of evaluation of personnel and in compliance with state law.

### **Other**

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise of guarantee of any specific terms of conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.