

## Oneida Special School District

### Job Description

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**Position Title:** Family Resource Center Director

**Reports To:** Director of Schools

**Job Goal:** To effectively communicate the mission and program highlights of our school system to community agencies and media sources in order to positively highlight our schools/programs

**Term of Employment:** 12 Months

#### **Responsibilities: (Include but are not limited to)**

- Know and follow all school board policies.
- Supervise staff or volunteers assigned to the Family Resource Center.
- Coordinate social services offered by the Oneida School System with the families identified as needing assistance.
- Monitor our social service network in order to assure efficient operation.
- Schedule the use of the Family Resource facility.
- Help to develop and maintain a list of programs which are appropriate and needed for our students and families to maintain proper physical and social health.
- Work with other staff members to complete any necessary state reports as they relate to social services.
- Develop an operating budget for the Family Resource Center and monitor spending of said budget.
- Assist in coordinating the volunteer efforts within our school system.
- Assimilate a regularly scheduled correspondence with the public focusing on the attributes of the Oneida School System.
- Serve as the school system representative on various civic groups as assigned by the director of schools.
- Identify and recruit people and organizations willing to offer programs and services for students and families.
- Negotiate agreements with people and organizations who provide services.
- Seeks and attains grant and in-kind funding to address the Family Resource Center needs.
- Any other duty/responsibility as assigned by the Director of Schools or his/her designee.

#### **Qualifications:**

- Education and/or experience in social service, mental health, and/or education-related field; pre-service and annual in-service training in specific services, which are related to the goals of the Family Resource Center
- Possess a positive approach to problem solving centered around the ability to build good working relationships.
- Have good computer skills centered around document publishing.

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- Demonstrate effective organizational skills.
- Ability to interpret policies as related to job functions.
- Possess good oral and written communication skills.
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Ability to perform any physical duties associated with this position (e.g., lifting up to 50 pounds on a regular basis, sitting for long periods of time, walking, seeing, standing for extended periods of time, etc.).