

**Job Title:** Program Specialist - Campora Family Resource Center

**FLSA Exemption Status:** Non-Exempt

**Term:** 190 days

**Minimum Qualifications:**

1. Minimum of a Bachelor's Degree in Psychology, Social Work, Education, or a related field; and
2. At least one (1) year of working experience in the field.

**Job Objectives/Goals:**

To assist the Family Resource Center Director in the development and implementation of strategies that strive to reduce barriers that impede academic performance while leading to long-term change of students and families of the Franklin County School District and community.

**Responsibilities and Essential Functions:**

1. Work as team member to meet program goals;
2. Assist in collecting annual report data for the Tennessee Department of Education;
3. Assist in planning, coordinating, and conducting educational and training activities. Develop training, reference materials, and workshops for the Family Resource Center programs, community members as well as specific School District activities;
4. Provide life skills classes for elementary school students (as needed);
5. Provide Parenting classes (as needed);
6. Provide Anger Management (as needed);
7. Provide After-School Life Skills classes (as needed);
8. Attend work on a regular and predictable basis; and
9. Perform other tasks/duties as assigned, or deemed necessary by the Family Resource Center Director and/or Director of Schools.

**Skills and Abilities Required:**

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. **Intelligence:** The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. **Verbal:** Ability to understand meanings of words and the ideas associated with them.
3. **Numerical:** Ability to perform arithmetic operations quickly and accurately.
4. **Data Perception:** Ability to understand and interpret information presented in the form of graphs, charts, or tables.

**Physical Demands:**

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to fifteen (15) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Stooping and/or kneeling
3. Reaching
4. Talking

5. Hearing
6. Seeing

**Reports To:** - Reports directly to the Director - Campora Family Resource Center.

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

