

**Job Title:** Director - Campora Family Resource Center

**FLSA Exemption Status:** Exempt

**Term:** 220 days

**Minimum Qualifications:**

1. Minimum of a Bachelor's Degree; and
2. At least one (1) year of experience with at-risk students so that with appropriate training, service may be provided in the specific role for which they are employed.

**Job Objectives/Goals:**

To provide educational programs for at-risk families and to collaborate with public support agencies to better serve the community.

**Responsibilities and Essential Functions:**

1. Serve as liaison between the center and community service providers;
2. Coordinate the activities of the Family Resource Center Advisory Council;
3. Develop and maintain an up-to-date information system of local educational and support services for disadvantaged families;
4. Monitor program activities and makes needed adjustments to meet program objectives;
5. Develop and maintain needed reports/records for program evaluation;
6. Coordinate public relations activities;
7. Conduct needs assessments to determine goals and objectives of program;
8. Develop innovative programs for meeting the needs of families;
9. Develop new funding sources through grant writing;
10. Attend work on a regular and predictable basis; and
11. Perform other duties as deemed necessary by the Coordinator of Federal and Special Projects, Family Resource Center Council, 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:** Director of Schools or his/her designee

**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.

