

TITLE **Program Specialist - Campora Family Resource Center**

Funding provided by ESSER for 2021-22 and possibly 2022-23 fiscal years.

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 GOAL 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.

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); and
8. Perform other tasks/duties as assigned, or deemed necessary by the Family Resource Center Director and/or Director of Schools.

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

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people beyond giving and receiving instruction.

4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
5. Good communication skills.
6. Good organizational skills.
7. Ability to meet the public well.
8. Respect for confidentiality of information.
9. Ability to represent the organization in a positive, professional manner.
10. Enthusiasm

CAPACITY AND ABILITY REQUIREMENTS

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.

WORK CONDITIONS

Normal working environment.

Reports directly to the Director - Campora Family Resource Center.

Expected to work the normal school calendar of teachers plus 10 additional days in the fiscal year (from July 1 through June 30). The normal work day is eight hours – must sign-in and out daily on the Siesta software, which generates the monthly official timesheet (requires signatures) of attendance.

NON-EXEMPT from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:59 p.m.).

Is deemed to be a classified (support) employee – to be paid by the hour for work performed. Adjustments will be made in the following pay deposit, as needed, per the official monthly timesheets.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.