Classification Summary
Works with school and community groups to identify resources and services to be brought into the Family Resource Center to serve the needs of students and families. A primary focus will be literacy for students and families, and support of family activities that promote and foster literacy for all. This position will be a liaison with the Lane County Commission to ensure that the Howard FRC is following the commissions guiding principles of operation, while meeting the needs of the Howard community. This position will form partnerships with agencies that promote academic achievement for all students and families. This position will require extensive community outreach, performance of office tasks, coordination of volunteers and effective communication with school staff.

Required Knowledge, Skills And Abilities
1. Knowledge of children, youth and family issues such as early childhood development, school-drop out prevention, social, emotional, and academic best practices for family literacy and support and ELL needs and concerns.
2. Demonstrated accuracy and attention to detail including record keeping and reporting.
3. Ability to establish and maintain effective working relationships. Ability to communicate effectively with staff, students, and parents, both orally and in writing.
4. Respect of confidentiality issues.
5. Ability to work independently without close supervision after a brief on-the-job orientation period.
6. Ability to comprehend various software applications and willingness to adapt to a changing educational environment in the use and application of technology.
7. Demonstrated collaboration skills with a variety of school and community groups.
8. Bilingual Spanish Conducts needs assessment in the FRC; develops appropriate work plans based upon determined needs complete with goals, objectives and activities; conducts on-going assessment of the work plan and shares with appropriate stake-holders.
9. Establishes partnerships with community agencies, school groups, and others serving the needs of Howard students and families.
10. Serves on a broader advisory group made up of people serving Howard Elementary School students and families outside the traditional school day (the BEST program, extended ELL program, etc)
11. In conjunction with the above groups, this position will develop budgets, monitor expenditures for the FRC program, maintain accurate financial records, and make timely financial reports to the Commission and the 4J School District.
12. Attends Howard Elementary School staff meetings, PTO meetings and other community events, as needed.
13. Knowledge of the issues of Hispanic/Latino youth and families.

Minimum Qualifications for Class Entry
1. At least two years of progressively responsible experience in the office clerical field.
2. Experience with program coordination and work with elementary students helpful.
3. Bilingual Spanish is required.
4. Completion of at least two years of post-secondary study consisting of 72 credit hours, 48 semester units; or obtaining an associate's or higher degree; or meeting a rigorous standard of quality and demonstrating, through a formal state or local academic assessment, knowledge of and the ability to assist in instructing reading, writing and mathematics.
Work Environment

Incumbent will work in the Howard Family Resource Center.