

COORDINATOR OF CHILD & FAMILY SERVICES

Job Goal: The district's award-winning *Child & Family Resource Center* is located in the elementary school and provides a variety of services for students, parents and teachers in the community. The center provides a welcoming place where families participate in children's activities during the day and in the evening; making important information and services available to families; and creates a vital early link between home and school. The *Coordinator* will oversee the services and activities that support children and families in the NICE Community School District and ensure that every child has a successful transition into school.

I. Qualifications:

- A. 21 years of age
- B. High school diploma/GED
- C. Degree in education, community services or the equivalent work experience preferred
- D. Demonstrate basic reading, writing, mathematic skills
- E. Effective verbal and written communication skills
- F. Experience working with children in a school preferred

II. Status: Exempt; 9-months, part-time (generally 20 hours per week)

III. Compensation and Benefits: Hourly rate paid will be in accordance with the support staff contract

IV. Reports To: Principal and Superintendent

V. Performance Responsibilities:

- A. Oversee/manage all programs and activities conducted through the *Child & Family Resource Center* (CFRC) including scheduling and working with stakeholders involved
- B. Oversee/manage CFRC staff and volunteers
- C. Ensure that the CFRC is a welcoming place supportive of children, parents, families and educators and ensuring that it is a physically pleasing setting to enhance the quality of the user's experience
- D. Promote/Organize the use of volunteers in the school setting, including:
 - i. Coordinating the orientation of school volunteers
 - ii. Preparing for related volunteer programs
 - iii. Organizing supplies needed and used by volunteers
 - iv. Linking volunteers and requests for assistance from school staff
- E. Arrange/promote workshops and presentations of interest to parents, children, and the community (aim for one parenting class per year)
- F. Maintain informational pamphlets, booklets, and other material...making pertinent information available to those who use the room
- G. Maintain and regularly update a lending library for parents and the community inclusive of books, videos and interactive learning materials
- H. Maintain and regularly update a toy and book library for children of preschool age.
- I. Oversee preschool playgroup activities
- J. Oversee/manage meetings of the CFRC advisory committee including establishing the agenda and communicating with all stakeholders

- K. Manage regular communication with parents and families including the monthly E-Blast and maintaining a monthly Family Calendar including area events of interest.
- L. Promote CFRC programs through news paper, television, radio, mailings, school newsletter, and public display areas
- M. Serve as liaison between the school, the CFRC and community partner/agencies for programming events and resource materials including following-up on donations to the room with letters and notes of appreciation
- N. Assist and participate in the scheduling and management of professional development trainings of relevance to parents and early childhood partners
- O. Participate as needed in the school improvement process as directed by the Title I Director, Principal or Superintendent
- P. Other areas deemed necessary by the Principal or Superintendent

Last updated: December, 2011

CHILD & FAMILY SERVICES ASSISTANT

Job Goal: Assist the *Coordinator of Child & Family Services* to oversee the services and activities that support children and families in the NICE Community School District and ensure that every child has a successful transition into school.

I. Qualifications:

- G. 21 years of age
- H. High school diploma/GED
- I. Degree in education, community services or the equivalent work experience preferred
- J. Demonstrate basic reading, writing, mathematic skills
- K. Effective verbal and written communication skills
- L. Experience working with children in a school preferred

II. Status: Exempt; 9-months, part-time (generally 15 hours per week)

III. Compensation and Benefits: Hourly rate paid will be in accordance with the support staff contract

IV. Reports To: Coordinator of Child & Family Services

V. Performance Responsibilities:

- A. Assist in the management of programs and activities conducted through the *Child & Family Resource Center (CFRC)* including scheduling and working with stakeholders involved
- B. Ensure that the CFRC is a welcoming place supportive of children, parents, families and educators and ensuring that it is a physically pleasing setting to enhance the quality of the user's experience
- C. Promote/Organize the use of volunteers in the school setting
- D. Arrange/promote workshops and presentations of interest to parents, children, and the community (aim for one parenting class per year)
- E. Maintain informational pamphlets, booklets, and other material...making pertinent information available to those who use the room
- F. Maintain and regularly update a lending library for parents and the community inclusive of books, videos and interactive learning materials
- G. Maintain and regularly update a toy and book library for children of preschool age.
- H. Oversee preschool playgroup activities
- I. Other areas deemed necessary by the Coordinator or Principal

Last updated: December, 2011

KIDS CLUB PROGRAM DIRECTOR

Job Goal: Provide activities and support for students in the after-school program in accordance with Department of Human Services guidelines.

VI. Qualifications:

M. 21 years of age

N. Meet one of the following criteria

1. Bachelor's degree or higher in a child-related field
2. Associate's degree in a child-related field and 480 hours of documented related experience
3. High school diploma or GED with 6 semester hours in a child-related field and 720 hours of documented related experience
4. 60 semester hours, 12 of which must be in a child-related field and 720 hours of documented related experience

O. 2 semester hours in child care administration or 3.0 CEU's in child care administration

P. CPR, First Aid and blood borne pathogen training

VII. Status: Exempt; 9-months, part-time (3pm – 5:30pm M-F)

VIII. Compensation and Benefits: Hourly rate paid will be in accordance with the support staff contract

IX. Reports To: Principal

X. Performance Responsibilities:

A. Oversee the day-to-day operations of the after-school program

B. Oversee staff (if applicable)

C. Ensure that the program adheres to the licensing standards set forth by the State of Michigan

D. Plan and administer activities

E. Oversee the registration process and ensure all paperwork is collected and filed

F. Collect and account for all fees submitted

G. Maintain the licensing notebook and all required documentation

Last Updated: July, 2011