

## Job Description

**Title:** Family Specialist

**Reports to:** Director Elementary Education/Early Childhood

**General Summary:** The Family Specialist is responsible for the daily operation of the Family Resource Center, assisting families in obtaining the materials or information they need. The Family Specialist works cooperatively with the FRC Advisory Committee, the Early Start Program, Family Literacy Program and the community to identify materials, programs, and activities that are relevant to the community.

**Essential Functions:**

1. Daily operations of the center and maintaining the materials, programs, and activities as guided by the FRC Advisory Committee.
2. Utilize the computer database to keep inventory, check-out materials and keep track of family memberships.
3. Work with families with children in the Early Start Program.
4. Work with agencies in the metro area to identify possible services and activities for families, caregivers and children.
5. Conduct parent education and family literacy workshops.
6. Work with families and caregivers to access all services available at FRC.

**Qualifications:**

1. Education Level: Bachelors in Education, Counseling, or Social Work is preferred.
2. Certification or Licensure: Valid Nebraska Teacher Certificate, or Nebraska License in Counseling or Social Work is preferred.
3. Experience desired: One to three years working with parents
4. Other requirements: Computer experience. Working with community agencies.

**Special Requirements:**

	Occasional 1 - 32%	Frequent 33 - 66%	Constant 67% +
1. Standing .....		x	
2. Walking .....		x	
3. Sitting .....		x	
4. Lifting <u>10</u> lb max. ....		x	
5. Carrying <u>20</u> feet.....		x	
6. Pushing / Pulling .....	x		
7. Climbing / Balancing .....	x		
8. Stooping / Kneeling / Crouching / Crawling.....	x		
9. Reaching / Handling.....			x
10. Speaking / Hearing .....			x
11. Seeing / depth perception / color.....	x		

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Millard Public Schools

Approved: July 1996

family specialist