

# MERIDIAN SCHOOL DISTRICT

## JOB DESCRIPTION

### FAMILY RESOURCE SPECIALIST

#### **JOB SUMMARY**

The Family Resource Specialist is responsible for the linkage of social services agencies and the school district in order to connect needed resources for students, families and school-based interventions. The Family Resource Specialist works within the internal school environment with families and staff to assist students in need. The Family Resource Specialist works with community agencies that can assist schools in establishing effective social supports that will enhance the ability of students to be successful in school.

Employees may be transferred or reassigned to other Family Resource Specialist positions or locations, depending upon the needs of the district. This position is represented by the Meridian Classified Employees Association (MCEA) and is in the Professional-Technical classification.

#### **MINIMUM QUALIFICATIONS**

##### **Education and Experience**

Bachelor's degree or equivalent (minimum 5 years) program experience in human services, early childhood education community development, counseling, and other public health issues and minimum of two years experience working directly with low income and minority children and families.

##### **Licenses and Special Requirements**

Satisfactory background clearance results (fingerprinting required); proof of ability to work in the United States; depending on assignment, valid Washington State driver's license, district Type 2 drivers certificate, CPR & first aid cards may be required.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Creates and develops effective methods of referring students and families for services.
2. Establishes networks with identified community resources.
3. Organizes and facilitates quarterly meetings to facilitate understanding of community needs.
4. Participates as a member of existing school teams in order to provide resource information for students and families.
5. Develops and facilitates family resource and information systems for families and makes this information available to school staff/community agencies.
6. Researches funding sources, plans, writes and submits grant applications as determined by the district needs.
7. Provides leadership for vision, mission, and goals of family support principles.
8. Performs liaison functions between schools, community, social services, educational, law enforcement, medical and judicial agencies and institutions.
9. Identifies and develops strategies such as home visits, creative scheduling, and other interventions to assist in removing barriers preventing families from utilizing school/community resources.
10. Monitors continuity of case management services for students targeted with complex systems level involvement.
11. Meets monthly with county RTL coordinators to maintain best practices and countywide needs.
12. Serves as member of instructional team of the District; performs related duties consistent with the scope and intent of the position.
13. Respects confidentiality of information.
14. Performs other duties as assigned by the employer.

#### **CONDITIONS**

The preceding list of essential duties and responsibilities is not exhaustive and may be supplemented as necessary.

### **MENTAL DEMANDS**

Requires above average ability to read and write to follow written instructions, complete written reports, records, etc; may experience frequent interruptions, requires dealing with a wide range of student behaviors and academic abilities and/or with a wide range of physical or emotional disabilities; requires patience and understanding when working under stressful situations and when working with students with special needs; may be required to calm distraught, angry or hostile students; requires adaptability and flexibility to different student behavioral styles and abilities; requires cooperation and ability to work as a team member; ability to problem solve, analyze, and resolve related issues.

### **PHYSICAL DEMANDS**

Requires mobility (standing, walking. etc.); requires twisting upper torso and neck and slight bending forward without restrictions; occasional bending at waist to ground; requires good visual and hearing ability. May require prolonged standing, sitting bending (stooping); may be required to transport students and families in emergency situations. Must be able to travel from location to location to accomplish tasks.

*The Meridian School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX, ADA, and Compliance Coordinator (RCW 28A.640/28A.642) David Forsythe, Assistant Superintendent, 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111. Section 504 questions and complaints can be directed to Dr. Carolyn Jenkins at 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111.*

*The Meridian School District is a drug-free/tobacco-free workplace. All new employees must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of a satisfactory check.*