

Bowling Green Independent Schools

Family Resource Center Assistant (699)

JOB POSTING

Job Details

Title

Family Resource Center Assistant

Posting ID

699

Description

2020-2021 School Year

Days of employment: 186 for full year

6.5 hours per day

Qualifications: 48 college hours required.

Individual should have knowledge of crisis intervention and conceptual knowledge of psychology, social work or related fields. Assistant should have the ability to communicate effectively with youth, parents, school staff, and the community. Assistant must be a team player.

Reports To: Family Resource and Youth Services Center Coordinator, Principal, Advisory Council

Performance Responsibilities:

1. Be an on-site contact with parents, students, school staff and community.
2. Perform the delivery of daily services and scheduled activities.
3. Assist in designing program components tailored to meet the needs of the families in the service area.
4. Assist in the implementation of the programs and activities as outlined in the action components of the Continuation Plan.
5. Assist in maintaining daily contacts and reports.
6. Create social media outlets to communicate center information to students, parents, staff and the community.
7. Accompany the Coordinator or other school personnel on home visits as needed.
8. Serve as liaison between clubs/groups and the Youth Services Center.
9. Demonstrate positive interpersonal relations by interacting effectively with and demonstrating respect for the views, rights and contributions of parents, teachers and other school personnel.
10. Maintain appropriate professional appearance.
11. Act as a consistent positive public relations agent for school and district programs and activities.
12. Maintain confidentiality of information regarding individual students and their families.
13. Implement and adhere to all rules and regulations, policies, administrative guidelines, and directives as adopted by the Board of Education, Principal, Administrative Staff, Superintendent and School Based Decision Making Council.
14. Maintain acceptable personal attendance without repeated unexcused absences, tardiness, absences without notification, or abuse of sick leave.
15. Perform any other duties that may be assigned by the Family Resource and Youth Services Center Coordinator, School Administration, Director of Pupil Personnel, or

Superintendent of Schools.

<i>Shift Type</i>	Full-Time
<i>Salary Range</i>	Per Hour
<i>Location</i>	Bowling Green Junior High School

Applications Accepted

<i>Start Date</i>	01/07/2021
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