

FAMILY RESOURCE CENTER (FRC) ADMINISTRATIVE ASSISTANT

JOB SUMMARY

Under general supervision, performs administrative services to support the Family Resource Center Coordinator. Provides assistance to the coordinator to accomplish two primary goals:

- Strive to eliminate obstacles for children that might hinder performance in the classroom
- Connect family members with a variety of community based agencies and offer families information that will enhance and strengthen family relationships

QUALIFICATIONS

- High school diploma (or GED)
- Valid professional license with appropriate certification or license
- Ability to work effectively with teachers, students, and community representatives
- One year experience so that with appropriate training, service may be provided in the specific role for which employed
- Knowledge of typing, office machines, and computers
- Demonstrated proficiency in Microsoft Office (Word, Excel, and PowerPoint)
- Such alternatives to the above qualifications as the Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Family Resource Center Coordinator
- Receive telephone calls; screen, handle or refer routine calls as necessary; determine and collect information necessary to process calls
- Assist coordinator with clerical duties and inventory items for FRC Food Bank, Uniform Clothing Bank, and Wilson County Parents as Teachers
- Provide services to assist with preparation and hosting parental involvement events to include parent training classes, parent support groups, Pre-K parent nights, and family literacy nights
- Assist with Coordinated School Health program in LSSD as appropriate
- Assist FRC Coordinator and Instructional Coordinator with Wilson County Parents as Teachers as needed
- Coordinate/Deliver Weekend Backpack Program
- Assist with community service events/drives as appropriate
- Assist with community disaster relief efforts as appropriate
- Perform other duties as assigned by the Family Resource Coordinator and/or Director of Schools