

Stockton Unified School District

Job Description

Director of Family Resource Centers

PRIMARY FUNCTION: Oversees the day-to-day aspects of the Stockton Unified School District Family Resource Centers, directly coordinates support services including: information and referral, dental/medical resources, parent support groups, early literacy family support programs, child welfare initiatives, parent literacy and education classes. Collaborates with partner services provided by other agencies or district departments.

DIRECTLY RESPONSIBLE TO: Assistant Superintendent of Student Support Services.

MAJOR DUTIES AND RESPONSIBILITIES: Oversees Centers operations, multiple program budgets, personnel, fund development, public relations, and grant management.

Carries out all functions related to grant management: data collection for evaluation and other reporting requirements, data analysis and trend identification for improvement of outcomes, report-writing and responses to all granting agencies' requirements.

Develops partners with local agencies (county, city, non-profit) in order to extend more diverse services to Stockton Unified families.

Aligns and collaborates with the district's Student Support Services and Educational Services Departments and school site administration in order to deliver a coordinated set of services which support school readiness for academic college/career and community success.

Coordinates center-based co-located community partner staff and activities as well as school-site and other off-site community activities. Coordinates services provided at school site satellite centers that support school readiness for academic success and parent/family engagement.

Attends district and community meetings as required and facilitates a variety of meetings.

Provides leadership in the context of a focus on individual and family strengths, community advocacy, and a community/family capacity building.

Obtains grants, funding streams and shared resources with local, state and national agencies/departments.

Supervises and evaluates classified staff at all family resource centers.

Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

MINIMUM QUALIFICATIONS:

Education:

A master's degree from a recognized college or university.

Experience:

Five years of successful management experience in a setting dealing with complex management activities in human services, educational, business services and/other related settings.

Successful experience in obtaining grant funding.

Knowledge of:

Budgets, technology, spreadsheets, databases and other computer programs to facilitate management activities.

Public and private community agencies serving Stockton.

Concepts of culture and sensitivity to cultural diversity and other social identities such as social class.

Excellent English/Spanish verbal and written communication skills.

Ability to:

Write grants and/or manage a grant-writing process.

Write professional, clear and accurate letters, reports and documents for a variety of scenarios including project evaluations.

Manage multiple tasks and projects with a positive attitude.

Manage and supervise classified employees with a collaborative, team approach.

Analyze complex situations accurately and lean an effective course of action, both at the administrative (or macro level) and at the client/person (or micro level).

Be flexible in the face of uncertainty and change.

Provide overall management of the Family Resource Centers' programs including oversight for policy and procedures development.

Work within a family strengths model.

Work confidentially and exercise professional discretion and judgment.

Utilize time management and organizational skills.

Understand the collaborative process and work with a variety of persons for a common purpose.

Demonstrate a personal commitment to improving the future of all members of the community.

Provide strong and organizational and leadership skills.

Work cooperatively with the Family Resource Center and District staff, community partners, community members and other stakeholders coming from a wide range of perspectives and possess excellent interpersonal skills.

DESIRABLE QUALIFICIATIONS:

Experience in or knowledge of communities similar to Stockton including community strengths and challenges.

Experiences with educational entities, county, city, and non-profit organizations.

PHYSICAL EFFORT/WORK ENVIRONMENT:

1. Minimal physical effort with periodic handling of light or medium weight parcels, or supplies.
2. Employee may need to bend, squat, lift, push, pull, twist, and turn.
3. Employee must be able to see for the purposes of reading computer screens, manuals, labels and other printer matter.
4. Stand or site for long period of time or work in confined spaces.
5. Indoors work environment.
6. Ability to provide own motor vehicle transportation.
7. Possession of a valid California driver's license and evidence of current insurance coverage.

SALARY SCHEDULE:

Management Team Salary Schedule

Tier 7 Range 1

12 Month Work Year

Board Approval: 06/15/21

Revision 6/22/21