

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Office of Family Learning Coordinator
Department:	Office of Family Learning
Reports to:	Assistant Superintendent
Supervises:	OFL Staff

Description of job:

SUMMARY/DESCRIPTION:

- (1) This position will be responsible for the design, supervision and management of all programs and funding sources that support children and families through school/community linked, extended day/extended year programming at QES/DMS;
- (2) This position will serve as the leader of the COZ Family Learning Partnership and the OFL team and will be responsible for the planning coordination, delivery and growth of programs and funding sources.

DUTIES & RESPONSIBILITIES:

- Managing after-school and summer programs and activities;
- Oversight and delivery of before-school and after-school programming at QES;
- Coordination with existing district, community and OFL programs, partners and activities;
- Schedule and assist with the delivery of family trainings and events;
- Coordinate programs/events with all OFL staff, school-based staff and administrators;
- Prepare local, program and state/federal reports as required;
- Ensure that all OFL activities are aligned, integrated and coordinated with Title I and other district-wide services and programs;
- Develop and nurture community partnerships with parents, businesses, service providers and other community stakeholders;
- Provide direct supervisory oversight of all OFL programs and staff;
- Ensure that timely program reports, evaluations and fiscal management targets are met;
- Seek, secure and manage all grant applications related to current/future COZ/OFL partnerships and programming;
- Work collaboratively with district administration and leadership to ensure that the OFL is an active partner in district-wide planning, funding applications and strategies;
- All other related duties as assigned.

Protective Personal Equipment:	n/a				
Classification:	Sedentary:	Light:	Medium: X	Heavy:	Very Heavy:

Classification Key:

- Sedentary** – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;
- Light** – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;
- Medium** – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;
- Heavy** – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;
- Very Heavy** – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.

Driving Requirements:	None:	Manual: own vehicle	Automatic: own vehicle
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Work Environment

Floor Surface:	Tile and/or carpet		
Inside:	Up to 100%	Outside:	Up to 25%
Lighting:	Incandescent or Fluorescent		
Vibration:	n/a		

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PHYSICAL DEMANDS

LIFTING

Maximum weight lifted: up to 50 pounds occasionally

WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING

Maximum weight carried: up to 35 lbs.

WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.			X			
20 – 35 lbs.			X			
35 – 50 lbs.	X					

PUSHING/PULLING

Maximum push/pull: 10 lbs.

WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.	X					
20 – 35 lbs.	X					
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			X		
Standing			X		
Walking			X		
Bending		X			
Twisting		X			
Crawling		X			
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal			X		
Grasping		X			
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

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Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Education and/or Experience/Skills:

Bachelor's Degree in Education, Social Work or Human Services; Master's Degree preferred. Minimum of 5 years of experience with program development, funds procurement, strategic planning, grant writing, program evaluation and supervision, and school-home partnership development. Grant writing and management skills, demonstrated leadership skills and the ability to make independent decisions.

License/Certificate/Certification:

n/a

Technological and/or Technical Skills:

Technological proficiency in Microsoft Office and Google Platform

Communication Skills:

Capability of responding simultaneously to a variety of requests from internal colleagues, of maintaining sensitivity to needs of parents, students and community members, and of ensuring overall satisfaction as a primary objective. Strong communication skills (spoken and written), including excellent phone courtesy.

Planning Skills:

Ability to prioritize needs and respond to requests in an organized manner. Self-starter.

Interpersonal and Problem solving skills:

Ability to interface with parents, students and members of the public in a helpful, efficient and professional manner; ability to effectively handle public complaints and issues using an effective problem-solving approach. Ability to maintain complete confidentiality on all school,

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administrative, family and student issues.

Terms of Employment:

Year to year depending on funding.

Evaluation:

Date: 10/2016