

BRIDGEPORT PUBLIC SCHOOLS
45 Lyon Terrace
Bridgeport, CT 06604

JOB OPENING
Family Resource Center Coordinator
Cesar Batalla School

Current qualified members of LIUNA will have the first opportunity to fill this position.

Requirements:

1. Minimum of Master's degree in psychology, sociology, child development or related field.
2. Minimum of two years working with community agencies including facilitating support groups and conducting training sessions for parents.
3. Knowledge of child development and a minimum of two years working with children.
4. Strong interpersonal and communication skills.
5. Strong organizational skills.
6. Computer proficiency

Responsibilities:

1. Organizes and operates the Family Resource Center as specified in the Family Resource Center grant guidelines.
2. Supervises Family Resource Center staff
3. Engages parents in planning for and educating their children by providing them with useful information, skills and strategies.
4. Serves as a liaison to community agencies in obtaining support services for parents and children.
5. Promotes and encourages parent participation and/or leadership in school and community affairs.
6. Serves as a resource person in collaboration and networking with community agencies.
7. Conducts community workshops and parent meetings.
8. Collects and maintains necessary records and reports.
9. Other duties as assigned.

THIS IS A GRANT FUNDED, NON-CERTIFIED, 12 MONTH POSITION

APPLICATION DEADLINE: March 9, 2018

Qualified candidates who wish to apply should access the Bridgeport Public Schools on-line application web site:

<http://www.applitrack.com/bridgeport/onlineapp>.

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