



## JOB POSTING

### **Position title: Family Resource Center (FRC) Manager**

The FRC Manager will work in conjunction with the school, staff, community partners, advisory team and the Office of Community Achieves(CA) . The FRC Manager will oversee the operation of programs and services for students, families and the community to address barriers to learning and promote the attainment of basic needs and social and emotional wellness.

### **Duties and Responsibilities**

- Coordinating, connecting, and managing programs and resources for families and targeted students
- Providing or coordinating family training, e.g., training parents as advocates, to support learning at home, navigating the school system
- Working with school & CA office to ensure programs and services are integrated and aligned with the mission and goals of the school
- Serving as the liaison between the Advisory Council, the school administration, and the CA Office
- Facilitating, developing, and training the school-level FRC Advisory Council
- Facilitating the needs assessment process based on data collected by the district, the school, and the FRC Manager as part of a strategic plan for family & community engagement in alignment with the School Improvement Plan
- Facilitating the development and implementation of the Strategic Plan to incorporate results from the needs assessment, identify gaps in assets and needs, and communicate requests for community engagement to support the school needs
- Participating in an annual community school standards-based school review
- Collaborating closely with the CA office and communicate programming to school stakeholders in alignment with community school standards
- Managing data entry using the CA FRC Organizer, entering data about the services provided and partnerships in the school on a monthly basis
- Complying with the Standards of Operation of FRCs in Tennessee, including the annual state-required FRC reporting
- Regular attendance during office hours and reliable transportation required.

**Requirements:** This position requires a Bachelors Degree in Social Work or related field and at least 2 years of experience in education, parent/community engagement, and/or social work.

### **Submit resume and salary requirements to:**

Email to [hrdept@fcsnashville.org](mailto:hrdept@fcsnashville.org)

EOE M/F/D/V