Title: Coordinator, Family Services

Pay Scale Group: 15

Essential Function

Under general supervision from a designated administrator, plan, coordinate, implement and evaluate programs for meeting educational needs of children.

Characteristic Duties

- Implement program plans.
- Represent department at meetings.
- Develop, coordinate and evaluate workshops.
- Interview and select participants.
- Develop relevant policies and procedures.
- Maintain relevant records.
- Supervise support staff.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Assign work; ensure proper workflow of the unit; act as lead worker.
- Perform related duties based on departmental need.

Minimum Qualifications

- Master’s degree with three (3) years experience. Degree must be in Early Childhood Education or related discipline. Related experience required (department will define related experience). Experience may require at least one (1) year supervision.

Last updated: November 2006

An affirmative action/equal opportunity institution