

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

FACILITATOR, Full Service School Project

QUALIFICATIONS

- Master's Degree in counseling, social work or related areas.
- Three (3) years counseling or social work experience.
- Knowledge of support applications technology.
- Knowledge of Social Agencies relating to community service, housing, family relations, wellness, child development, nutrition, and schools.

REPORTS TO Program Supervisor, Drug Free Schools And Alternative Learning Programs

SUPERVISES No supervisory duties

POSITION GOAL

To implement and expand components of Full Service School Programs

PERFORMANCE RESPONSIBILITIES

1. * Coordinate the efforts that will link various programs and services in the community available to children and families with school and district programs at designated Full Service School sites.
2. * Supervise all planning and implementation activities of the Full Service School projects.
3. * Participate in the Full Service School Advisory Council.
4. * Identify and utilize existing community resources and locate potential resources.
5. * Establish collaborative relationships between community service agencies, business/industry and education agencies.
6. * Establish a resource network which includes community service agencies, business/industry and education agencies.
7. * Act as liaison between the program sites staff and cooperating community agencies.
8. * Promote public awareness of the school/agencies/community collaboration.
9. * Provide a continuous program of dissemination of information to the School Board, the Collaborators, and the Media.
10. * Promote understanding and cooperation among individuals, agencies, institutions, organizations, and groups to insure the identification and maximum use of community resources.
11. * Develop and maintain an on-going need assessment and analysis and evaluation of the collaboration effort.
12. Perform other duties as assigned by the Program Supervisor of Drug Free Schools and Alternative Learning Programs.

**Denotes essential job function/ADA*

This position is for ten months or until grant monies are exhausted.

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
T \$42,075 - \$73,750
M-10 D-196 H-1372.0

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **12**
EEO-5 Line **44**

Function **6300**
Survey Code **63010**
Job Code **1120**

ADA CODES

2 **Sedentary Work**
3 **A - C / T - V**
4 **Indoors**

BOARD APPROVED

February 9, 1993