

## Assistant FRC Coordinator/Student Assignment Specialist (full-time; 12 months)

### JOB DESCRIPTION

The Assistant FRC Coordinator supports the work of the Family Resource Center with a focus on implementing the assignment procedures relating to high school and pre-K assignment. Additionally, the Assistant Coordinator will assist the FRC coordinator in monitoring data entry and coordinating the other departments such as health, transportation, special education and McKinney Vento to support timely student placement.

### QUALIFICATIONS/SKILLS:

- Bachelor's degree in education or related field
- Strong organizational skills and the ability to prioritize, manage and carry out duties efficiently and within established time frame
- Experience in data management for continuous improvement planning.
- Well-developed knowledge of and skill at using computer-aided office software and special applications for storing and retrieving student information
- Ability to speak and/or write in languages other than English are preferred
- Ability to maintain confidentiality of records and information
- Knowledge of student registration and academic requirements
- Outstanding interpersonal and community relations skills; Must be able to interact with a diverse range of formal and informal contacts with courtesy and patience
- Ability to provide professional direction, guidance and counsel to students and families regarding various high school programs and alternatives (ie. GED, Youthbuild, etc.)
- Experience working in a K-12 school district or public agency is preferred
- Bilingual/bi-literate skills in a high incidence language of the district (Spanish, Portuguese, Khmer) preferred

### PERFORMANCE RESPONSIBILITIES:

- Maintain accurate records of all student assignments subject to the Student Assignment Policy in High School and assist with PreK for children who are newly entering the Lowell Public Schools
- Assist in monitoring all registrations of students in High School and Pre-K in the Lowell Public Schools
- Maintain contact with the Coordinator of Student Support Services regarding new students enrolling grades 9-12 at Lowell High School
- Maintain contact with the Coordinator of Early Childhood regarding new students applying for full-day, half-day and community partner full-day programs
- Assist the FRC coordinator in the collection of all information necessary for the development/maintenance of a complete student database that includes tracking demographic data as well as formulating enrollment projections

- Assist the FRC coordinator in making parent resource material available in multiple languages to meet the needs of our diverse populations. responsibilities for the purpose of achieving outcomes in relation to strategic objectives and ensuring compliance with legal, financial and district requirements
- Work closely with and perform other duties as assigned by the FRC coordinator for the purpose of ensuring the efficient and effective functioning of the Family Resource Center

**REPORTS TO:** Family Resource Center Coordinator

**SALARY RANGE:** LSAA- to be negotiated