

**RIVERSIDE UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: COORDINATED FAMILY SERVICES SUPERVISOR  
(Range S-20)**

**BASIC FUNCTION:**

Under general supervision of the Director of Special Projects and English Learner Services and/or the Coordinator of Early Childhood and Family Education, responsible for supervising community assistants or preschool instructional assistants, training parents and paraprofessionals and coordinating services for families.

**REPRESENTATIVE DUTIES:**

Plans and develops parent education activities. *E*

Conducts parent workshops. *E*

Works with Categorical Program Specialists or the Early Childhood and Family Education Coordinator in the development and delivery of coordinated services to identified families, including community agency assistance and other appropriate referrals. *E*

In collaboration with principals or the Early Childhood and Family Education Coordinator, supervise and evaluate staff. *E*

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Parent involvement requirements required by the funding source.

Parenting programs such as Mega Skills, PRICE, etc.

Community resources and how to access services.

Pre K – 8<sup>th</sup> Grade Content Standards in language arts and math.

**ABILITY TO:**

Supervise and collaboratively evaluate community assistants.

Work collaboratively with district office personnel, site principals, Categorical Program Specialists, and community agencies such as the Youth Service Center, Department of Public Social Services, and Health Department.

Participate in hiring community assistants.

Design and present effective parenting programs.

Assist principals and CPSs with increasing and improving parent involvement.

Speak, read and write Spanish desired.

**EDUCATION AND EXPERIENCE:**

High school graduation required; college course work desired; minimum two (2) years positive experience working with parents and community agencies.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Child Development Permit-Site Supervisor (preschool position only)

**WORKING CONDITIONS:****ENVIRONMENT:**

Indoor environment.

Driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Seeing to evaluate home conditions.

Hearing and speaking to exchange information in person or on the telephone.

Climbing stairs at apartment buildings.

Bending at the waist to get in and out of the vehicle.

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard and a telephone.

**HAZARDS:**

Home visits to potentially unsafe neighborhoods.

Contact with sick or bleeding students.

Driving a vehicle during adverse weather conditions.