

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

Page 1 of 4

**TITLE: FAMILY SERVICES LEAD**

**Job Goal:** To efficiently and effectively assist in the daily operation of Family Services programs including: accounting, record keeping, health and safety of children, program development and implementation, classroom management, staff relations, and customer relations. To assist in future Family Services program planning and development.

**QUALIFICATIONS**

***Knowledge of***

1. General concepts of child growth/development, family relations, child behavioral characteristics, early childhood education/school age administration, and early childhood education/school age child care curriculum.
2. Appropriate techniques used to positively influence and motivate children.
3. Competency and skills involving interpersonal/group dynamics, conflict resolution, and appropriate positive and community relations.
4. Proper telephone techniques and etiquette.
5. Principles of child supervision and ability to train staff in principles.
6. Strong skills in English usage, reading, writing, math, and computer necessary to perform assigned tasks.
7. Safety rules and regulations for this position.
8. Federal, state and local laws, codes, statutes and district policy related to early childhood education and school age enrichment programs.
9. Interpersonal skills using tact, patience and courtesy.
10. Oral and written communication skills.
11. Written and/or spoken Spanish language desired.

***Ability to***

1. Provide for the health, safety, and social needs of children in accordance with Family Services policies and procedures and district Board policy.
2. Provide guidance to program site staff for children's routine activities.
3. When necessary, assume responsibility for supervision of children.
4. Develop and implement programs for children based on developmental needs and individual interests.
5. Select/develop and implement programs for children based on developmental needs and individual interests in accordance with Family Services policies and procedures and district Board Policy.
6. Assist in the implementation of child and staff behavior standards established in accordance with Family Services policies and procedures and district Board policy.
7. Facilitate the collaboration of program staff in accordance with Family Services policies and procedures and district Board policy.
8. Perform a variety of clerical and data entry work involving use of independent judgment and requiring accuracy and speed.
9. Maintain program records for equipment, and facilities in an effective and efficient manner.
10. Maintain program staff work schedules in performing tasks.
11. Work without immediate supervision and monitor the work of others.

**Ability to** (continued)

12. Under the direction of a Family Services administrator assist in coordinating, assigning, and scheduling the work of others.
13. Use a computer and related software programs to include word processors, spreadsheets, and data bases.
13. Maintain a variety of record keeping, reference, and data collection systems.
14. Read, understand and carry out both verbal and written instructions, policies, and procedures in an independent manner.
15. Communicate effectively and tactfully in both verbal and legible written form.
16. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
17. Maintain flexibility with respect to assignments, duties.
18. Effectively communicate and collaborate to promote and support Family Services programs throughout the district in accordance with Family Services policies and procedures and district Board Policy.
19. Effectively communicate with parents in accordance with Family Services policies and procedures and district Board policy.

**Training and Experience**

1. Current California Commission on Teacher Credentialing Master Teacher Permit or ability to obtain California Commission on Teacher Credentialing Child Development Master Teacher Permit which includes: completion of 24 semester units of course work in early childhood education/child development including at least one course in each of the following areas: child/human growth and development; child, family and community, or child and family relations; and programs/curriculum. Completion of sixteen (16) semester units in general education with at least one course in humanities and/or fine arts; social science; math and /or science; and English/Language Arts. Six additional units in an area of specialization applicable to child development. Completion of two semester units of adult supervision course work and completion of 350 days of experience in an instructional capacity in a child care/development program, working at least three hours per day within the last four years. Experience must be documented by a letter from the employer on the employer's official letterhead.
2. One (1) or more years experience in clerical work.
3. Good work history and attendance.
4. Current California Emergency Medical Authority approved First Aid Certificate and Cardio Pulmonary Resuscitation (CPR) certification.

**REPORTS TO:** Family Services Supervisor

**ESSENTIAL FUNCTIONS**

1. Prepares and maintains accurate records related to the operation of Family Services programs including but not limited to: case file management, filing, data entry, attendance, and other documents required for program operation.
2. Prepares and maintains accurate records and reports related to payroll for Family Services employees including, but not limited to: absence requests and sub-finding reports, and delivers to Family Services Secretary or designee on a scheduled basis.

**ESSENTIAL FUNCTIONS** (continued)

3. Troubleshoots and communicates problems and concerns, including maintenance, repair, and program operations to the the appropriate Family Services Supervisor. Prepares and maintains accurate reports and records.
4. Receives and gives information over the telephone or in person in a courteous manner. Prepares and maintains accurate records of phone inquiries and submits to Family Services Supervisor or designee on a scheduled basis.
5. Inventory, requisition, and distribute supplies and equipment with approval of Family Services Supervisor or designee. Prepares and maintains accurate records related to purchasing and submits to the Family Services Supervisor or designee on a scheduled basis.
6. Inspects completed work for accuracy and compliance with instructions and established standards.
7. Acts as information source to Family Services staff working in the classroom, regarding work methods, procedures, problems, etc. under the direction of the Family Services Supervisor or Director.
8. Assumes responsibility for site staff duties in the absence of regularly assigned site staff.
9. Ensures security of Family Services facilities, locks and unlocks doors, sets alarm systems, arranges for lock repairs, etc.
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11. Reports suspected child abuse and communicable diseases to appropriate offices. Attends, presents, and participates in staff meetings and training programs required by Family Services.
12. Maintains professional competence through appropriate professional growth activities. Problem solves program concerns with assigned Family Services administrator.
13. Administers first aid in conjunction with established district policies and procedures.
14. Follows Family Services policies and procedures and district Board policy.
15. Knows and understands the Mission and Core Values Family Services and the district.
16. Acts as information source to other Family Services site staff regarding work methods, procedures, problems, etc. under the direction of the assigned Family Services administrator.
17. Ensures security of Family Services facilities.
18. Operates computer to generate lists, update records, monitor expenditures, respond to requests, etc.
19. Participates in district in-service training as required.
20. Knows and understands the Mission and Core Values of the district.
21. Performs other related duties as assigned.

**OTHER FUNCTIONS**

1. Monitors and assists students while using equipment, including computer terminals, cassette recorders, audio-visual equipment, and other instructional media.
2. Reports suspected child abuse and communicable diseases to appropriate offices.
3. Tutors students individually or in small groups to reinforce and follow-up learning activities.
4. Administers first aid in conjunction with established district policies and procedures.

**SPECIAL REQUIREMENTS**

1. Must use safety equipment and devices designated for this position.
2. Some positions in this class may require individuals who can read, write, and/or speak a second language.
3. Possession and maintenance of a valid and appropriate State of California Driver's License and is insurable.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to lift up to twenty (20) pounds frequently, and fifty (50) pounds occasionally.
9. Able to carry up to twenty (20) pounds frequently, and fifty (50) pounds occasionally.
10. Able to push and pull objects weighing up to forty (40) pounds.
11. Able to sustain strenuous manual labor for four (4) hours.
12. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
13. Able to exhibit full range of motion for shoulder abduction and adduction.
14. Able to exhibit full range of motion for elbow flexion and extension.
15. Able to exhibit full range of motion for shoulder extension and flexion.
16. Able to exhibit full range of motion for back lateral flexion.
17. Able to exhibit full range of motion for hip flexion and extension.
18. Able to exhibit full range of motion for knee flexion.
19. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
20. Able to work with cleaning solutions, disinfectants and sanitizers in a safe and efficient manner without allergic reaction.
21. Able to operate a motor vehicle in a safe and effective manner.

**TERMS OF EMPLOYMENT:** 220 Duty Days or 12-month work year  
Certificated bargaining unit member

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The evaluation will be completed by the Family Services Supervisor, Director and/or Site Administrator.

Approved by: Board of Education Date: August 14, 1997  
Revised by: Board of Education Date: June 25, 2015

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE and  
AN AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER**