

GORHAM SCHOOL DEPARTMENT

TITLE: Family Literacy Coordinator

QUALIFICATIONS:

1. Bachelor's Degree in Education, Counseling or related field preferred.
2. Demonstrated knowledge and understanding of the issues of family literacy.
3. Education, experience and/or training in adult learning and early childhood education
4. Such alternatives to the above qualifications as the Director may find appropriate and acceptable.

REPORTS TO: Director of Adult Education/Appropriate Administrator

JOB GOAL: To work with at risk families, Gorham elementary schools and local agencies to increase the literacy skills of children and parents.

RESPONSIBILITIES:

1. Teaches parenting, literacy and life skills to parents.
2. Supports early childhood education by modeling for parents and service providers' pre-literacy skills and through the provision of resources.
3. Connects adults to adult education as needed.
4. Works with the schools, adult education and agencies to identify families for participation in program.
5. Establishes and maintains community partnerships.
6. Maintains regular contact with elementary teachers, administrators and social workers in order to identify at risk families, and to serve as a liaison between families and school.
7. Identifies funding sources for special projects and program pilots and assists in preparing of proposals.
8. Maintains records and reports as required by the program
9. Performs additional responsibilities as assigned by the Director.

WORK YEAR: Ten-month year. Salary and benefits to be established by the School Committee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012