

MARSHALL PUBLIC SCHOOL DISTRICT

THE HOOT RESOURCE CENTER MANAGER JOB DESCRIPTION

SUMMARY

To oversee a comprehensive resource program that offers both information and a support system to students & families in need and works toward accomplishing two primary goals:

- Strive to eliminate obstacles for children and families that are experiencing homelessness.
- Connect family members & individuals with a variety of community based agencies and offer information that will enhance and strengthen family relationships, reduce homelessness, and provide resources.

QUALIFICATIONS

- 60 College Hours; Or a combination of education and experience working with families & youth experiencing poverty or homelessness,
- Valid Driver's License
- Ability to work with students, families, and community representatives
- Such alternatives to the above qualifications as the Special Services Director may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Special Services Director; Fill out required documents & maintain deadlines
- Project a positive image of MPS at all times
- Keep information confidential concerning school business & individual/family disclosure
- Maintain professional boundaries with the students & families served.
- Assist students with homework, projects, and research, as needed;
- Assist students and parents, when applicable, with college and job preparation, including assistance filling out applications, referrals to the HOOT Clothes Closet for proper attire, and mock interviews.
- Coordinate with community volunteers to ensure that meals are provided on a regular basis. Do an inventory weekly and submit a request to the Senior Social Worker for supplies.
- Oversee the daily activities of the HRC and maintain a log of services provided; Schedule individuals/families to do laundry, use the showers, access the internet, and participate in counseling groups.
- Coordinate and host parental involvement events to include parent training classes, parent support groups, family literacy nights, and special celebrations (birthdays, achievements, etc.)
- Provide students/parents with community resource information in the case of need and emergency
- Participate in required and other appropriate staff development/professional growth opportunities
- Perform routine cleaning of the home, including, vacuuming, dusting, mopping, cleaning bathrooms, wiping down surfaces, scheduling maintenance, washing curtains & towels, and other minimal cleaning responsibilities.
- Provide occasional transportation to students/families as needed.
- Perform other duties as assigned by the Special Services Director

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

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Employee Signature

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Date