



REVISED: 07/01/2019  
Submitted: 06/11/2019

JOB TITLE:	COORDINATOR FAMILY RESOURCE CENTER
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	230 PLUS EXTENDED DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8250
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Family Resource Center Coordinators (FRC) serve children under school age and in elementary school. Assumes responsibility for development and coordination of programs and services determined by the needs of the population being served, available resources, location and other local characteristics. Develops and maintains contact with business and community representatives to enhance students' ability to succeed in school by developing and sustaining partnerships that promote early learning and successful transition to school, academic achievement and well-being, and graduation and transition into adult life.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Develops, reviews, monitors, and updates implementation of the Continuation Program plan

Maintains active involvement with community services, and acts as a liaison to business and community resources

Utilizes current needs assessment, including a process for identifying the needs of students and families

Assures compliance with any federal, state; local, and District regulations, deadlines, and requirements (e.g. grant, budget, action components, assurances, individual interventions, and purchasing)

Maintains communication with school community, leadership, Family Resource Youth Services Center Advisory and School Based Decision Making councils

Provides resources and referrals to students, families, and staff

Attends monthly District/regional professional development and state mandated trainings (i.e. Victory Over Violence, Fall Institute)

Participates in twenty-four (24) hours of training approved by the FRYSC Training Council, and addresses components of the approved FRYSC Continuation Program Plan and/or the school or District goals

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor and/or Director as it relates to the implementation of the FRYSC Core Components and Continuation Program Plan

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree

Successful experience with business/community agencies/resources

Successful experience working with youth and adults from diverse backgrounds

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS
Training in counseling social work
Master's Degree in human services related field
Experience in a diverse workplace