



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

JOB TITLE:	COORDINATOR FAMILY RESOURCE/YOUTH SERVICES CENTER (FRYSC)
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	230 PLUS EXTENDED DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8179
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Family Resource Youth Services Centers Coordinator (FRYSC) serve children under school age, elementary, middle and high 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. Elementary core components include full-time preschool child care for children two (2) and three (3) years of age, after school child care for children ages four (4) through twelve (12), families in training, family literacy and health services and referrals. Middle and high school core components include referrals to health and social services, career exploration and development, summer and part-time job development for high school students, substance abuse education and counseling, and family crisis and mental health counseling.

#### 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, school leadership, Family Resource Youth Services Center Advisory council and School Based Decision Making council
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 and by the designated deadline
Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. 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
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<b>DESIRABLE QUALIFICATIONS</b>
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Training in counseling social work
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Master's Degree in human services related field
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Experience in a diverse workplace
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