



NEW:
08/22/2017

JOB TITLE:	COORDINATOR FAMILY RESOURCE/YOUTH SERVICES CENTER (FRYSC)
DIVISION	DISTRICTWIDE INSTRUCTIONAL PROGRAMS
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.
- Performs other duties as assigned by Principal and/or the 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