**DAWSON SPRINGS INDEPENDENT DISTRICT JOB DESCRIPTION**

**JOB TITLE: FRYSC COORDINATOR I Class Code 7493**

**BASIC FUNCTION:**

To coordinate, direct and implement the goals and objectives of the Family Resource and Youth Service Center for the Dawson Springs Ind. Schools. Design, develop, evaluate and monitor all program components to maximize effectiveness, efficiency and outreach.

**REPRESENTATIVE DUTIES:**

* Serve as a liaison between the Family Resource Youth Services Center and the Board of Education, Superintendent, School Based Decision Making Council, and the FRYSC Advisory Council.
* Write, develop, design and implement FRYSC grant components according to grant guidelines assuring compliance with state guidelines.
* Perform yearly written need assessments as required for all program components.
* Work with all necessary public and private human service agencies in order to assure the appropriate service to each student and/or family.
* Access services for parents and student in human services, health services, support services, and treatment/evaluation centers.
* Conduct meetings with children, youth, families, and agencies to network services and resources.
* Implement and direct training for children, youth, parents and others regarding health, social, emotional and other educational issues.
* Develop and be responsible for center internal and external communication including advertising, pamphlets and newsletter(s).
* Make all requisitions to the Central Office for supplies and equipment to be paid for by the District, grant funds, or other sources of funding.
* Be responsible for the day-to-day operations of the center including all administrative duties needed for timely and efficient operation.
* Be responsible for seeing that all necessary records required are properly completed, maintained and submitted in a timely manner to the proper authority.
* Promote and coordinate the development of community resources and outreach services for targeted populations and the community as a whole when appropriate.
* Develop and promote and effective marketing strategy for the Family Resource and Youth Services Center.
* Schedule work time for all center employees and develop job descriptions for all center staff.
* Represent the center at necessary school and community functions.
* Work closely with each school Administration to develop and coordinate opportunities and programs that will benefit students, families, and our community.

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**DUTIES - continued:**

* Be responsible for but not limited to overseeing and coordinating the following major school/district projects: Happy Feet, Shop with a Cop, Back to School Bash, Spruce up Dawson Springs (SUDS), Student Ambassador Program, etc.
* Any Duties/Projects as assigned by the Superintendent.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

1. General knowledge of public and private human resources, including the court system and broad based knowledge of child development and family interaction.
2. Computer knowledge commensurate with the latest computer trends and resources.
3. Short and long-range planning techniques.
4. Record-keeping techniques.
5. Oral and written communication skills.
6. Public speaking techniques.
7. Research methods and report writing techniques.
8. Laws, rules and regulations related to FRYSC activities.
9. Policies and objectives of FRYSC program and activities.
10. Interpersonal skills using tact, patience and courtesy.
11. Principles of training and providing work direction.

**ABILITY TO:**

1. Ability to work with low income families and children while maintaining high energy, enthusiasm, positive outlook and attitude.
2. Ability to exhibit a willingness to be of service to others with a spirit of cooperation and capacity for team building skills.
3. Provide leadership to an activity having limited overall impact on the District requiring limited variety of standard practices and procedures, limited outside contacts while requiring routine supervision.
4. Oversee the work of committees and task forces.
5. Communicate effectively both orally and in writing.
6. Prepare and deliver oral presentations.
7. Establish and maintain cooperative and effective working relationships with others.
8. Maintain records and prepare reports.
9. Compile and verify data and prepare reports.
10. Prioritize and schedule work.
11. Maintain current knowledge of FRYSC program rules, regulations, requirements and restrictions.

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**ABILITY TO - continued:**

1. Analyze situations accurately and adopt an effective course of action.
2. Meet schedules and time lines.
3. Plan and organize work.

**REPORTS TO:**

* Superintendent;
* Maintains daily collaborative working relationship with the DPP and each school administrative team.

**EDUCATION AND EXPERIENCE:**

Bachelor’s Degree (4 year) in social work or related field preferred but not required. Must meet the requirements for a criminal record check as specified by Kentucky state law. Must meet health requirements as specified in District Policy.

Employee signature Date

Pending Board approval