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|  | **JOB TITLE** | FAMILY RESOURCE/YOUTH SERVICES CENTER COORDINATOR |
| **REPORTS TO** | DIRECTOR OF PUPIL PERSONNEL/DIRECTOR OF COMMUNITY HEALTH & ENGAGEMENT |
| **SALARY SCHEDULE/GRADE** | CLASSIFIED ADMIN, LEVEL V |
| **CONTRACTED DAYS AND/OR HOURS** | 240 DAYS, 8 HOURS PER DAY |
| **EXEMPT STATUS** | EXEMPT |
| **JOB CLASS CODE** | 7493 |
| **POSITION CLASSIFICATION** | CLASSIFIED |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| High School Diploma. |
| Minimum of three years experience working with school age children and/or families (preferable). |
| Administrative/management skills, including budget preparation and management. |
| Valid Kentucky driver's license. |

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| **POSITION SUMMARY** |
| Create caretaking experiences that enhance students’ abilities to succeed in school by developing and sustaining partnerships that promote early learning, successful transition into school, academic achievement, well-being, graduation and transition into adult life. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities.  Evaluated based on the efficacy of aligned actions. |

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| **PERFORMANCE RESPONSIBILITIES** |
| Coordinate and direct all functions of the Family Resource/Youth Services Center to maximize services to the identified population. |
| Assure the implementation of activities as addressed in each of the FRYSC components. |
| Facilitate student/family referrals to community resources such as behavioral health, child welfare and career development. |
| Serve as a liaison between home, school, and community partners. |
| Keep records of cases for use by Family Resource/Youth Services Center and outside agencies when appropriate. |
| Lead the planning and implementation of the FRYSC advisory council. |
| IdentifY all potential sources of services or funding for the FRYSC. |
| Assist eligible families in assessing available federal and state support. |
| Establish and maintains positive working relationships with all federal, state and community Agencies/business offering  available and usable services. |
| Coordinate and direct all paid and volunteer staff. |
| Administer all grant funds in accordance with Board of Education policy and procedures. |
| Perform other duties consistent with the position assigned as may be requested by the Supervisor or Superintendent. |

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| **KNOWLEDGE AND ABILITIES** |
| Adhere to professional Codes of Ethics. |
| Successful grant-writing, fund raising, and volunteer recruitment, training and supervision. |
| Practices, policies and procedures involved in the functioning of the Family Resource/Youth Services Center. |
| Demonstrate a commitment to professional growth. |
| Connect and partner closely with behavioral and physical health agencies, juvenile justice, community advocacy and protective services. |
| Possess verbal and written communication skills. |
| Interpersonal skills: patience, courtesy, and CARE. |
| Maintain records and prepare reports. |
| Analyze situations accurately and adopt an effective course or action. |

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| **PHYSICAL DEMANDS** |
| Wide range of physical movement. |
| Use of speech, vision, hearing. |
| Use of hands for simple grasping and fine manipulations. |
| Bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. |
| Indoor and outdoor activity. |