

ESTILL COUNTY BOARD OF EDUCATION
Classified Job Description

JOB DESCRIPTION: Family Resource/Youth Service Center Assistant

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Possess strong planning, organizational, and coordination skills.
3. Ability to relate well with people and to conduct home visits.
4. Have a familiarity and knowledge base of community resources.
5. Possess excellent written, verbal and computer skills.

REPORTS TO: FRYSC Director/Principal

JOB GOALS: To assist the Director in serving as liaison between families/community and school and to provide high quality programs/services to reduce barriers for student learning; and to support the Mission Statement of the Estill County School System.

PERFORMANCE RESPONSIBILITIES:

1. Assists the Director with public relations involving FRYSC.
2. Attends school or agency related meetings.
3. Maintains accurate records.
4. Processes documents, arranges and compiles data for reports.
5. Performs office duties involving program implementations.
6. Assists Director in meetings, conferences, trainings, and programs.
7. Organizes and maintains center materials.
8. Performs other needed duties such as home visits, arranging meetings, speaking, etc. as directed.
9. Attends training as needed.
10. Assists in the coordination of services for families, youth and children.
11. Abides by the policies on confidentiality established by the district.
12. Acquires training and provides services for Center programs as needed.
13. Provides supervisory assistance with volunteers.
14. Assists Director with implementation of FRYSC component action plans.
15. Carries out any other duties that are needed to maintain the Center's working capacity.
16. Maintains confidentiality of students and/or staff.
17. Maintains good employee attendance.
18. Performs other duties as assigned by the Superintendent or designee.

TERMS OF EMPLOYMENT: Days and salary pursuant to district salary schedules.