



JOB TITLE	Family Resource/Youth Service Center Coordinator
REPORTS TO	Director for Student Services and Support
SALARY SCHEDULE/GRADE	
CONTRACTED DAYS AND/OR HOURS	240 days, 7.5 hours
JOB CLASS CODE	7491
POSITION CLASSIFICATION	Classified/Hybrid
DATE APPROVED	3/20/23

QUALIFICATIONS

Bachelor's Degree required; Master's Degree preferred (preferably in Social Work or related field). Minimum of 5 years work experience in education, counseling, or social service field. Administrative experience preferred.

POSITION SUMMARY

Coordinate and direct all functions of the Family Resource/Youth Service Center so as to maximize services to the identified population to be served. Be an active member of the building leadership team.

PERFORMANCE RESPONSIBILITIES

Identify all potential sources of services or funding for the FR/YSC.

Assess families to determine needs that may be addressed by Center services.

Assist eligible families in assessing available federal and state support.

Coordinate all Center services for eligible families and youth.

Establish and maintain positive working relationships with all federal, state, and community agencies/businesses offering available and usable services.

Serve as liaison between and among all agencies serving individual students and families.

Serve as liaison between individual school site-based decision-making council and the Center Advisory Council.

Meet and confer on a regularly scheduled basis with the Center's Advisory Council.

Coordinate and direct all paid and volunteer staff.

Identify and recommend expansion of Center services and/or funding opportunities.

Demonstrate a commitment to professional growth.

Demonstrate effective interpersonal and communication skills.

Demonstrate punctuality and regular attendance.

Be an active member of the building leadership team.

Perform other duties as assigned by Superintendent or designee.

PHYSICAL DEMANDS				
	SELDOM/RARE	OCCASIONAL (UP TO 1/3 OF WORK DAY)	FREQUENT (1/3 TO 2/3 OF WORK DAY)	FREQUENT (2/3 OF WORK DAY)
Standing/Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handle/Finger/Feel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/Push/Pull	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>