

**POWELL COUNTY SCHOOLS  
JOB DESCRIPTION**

**POSITION TITLE:** Family Resource and Youth Service Center Coordinator

**REPORTS TO:** Principal and District FRYSC Coordinator

**BASIC FUNCTION:** To serve as liaison between families/community and school and to provide high quality programs and services to reduce barriers for student learning; and to support the mission of the Powell County School System. The FRYSC Coordinator will plan, organize, implement, and organize projects and programs that support the needs of the student, school, and district.

**REPRESENTATIVE DUTIES:** The terms of employments are designated by the contract.

- Adhere to the Professional Code of Ethics and demonstrate punctuality and regular attendance
- Physical ability to perform duties as required
- Performs all duties, services, and operations necessary for an optimal FRYSC program compliance with objectives, state regulations, Board of Education Policies, and Advisory Council recommendations.
- Stays within budgetary constraints and provides services while maximizing efficiency and utilizing community partners.
- Coordinates an array of services in a collaborative effort to maximize accessibility and responsiveness to the needs of students and families to ensure educational success.
- Enhances collaboration across services and schools, and promotes efficient and effective use of community resources.
- Supports a nurturing family relationship for students, and positive family/school relationships.
- Assists as a school team member to collaborate, plan, develop, and provide services that assure attainment of short-term and long-term educational goals for students, families, and community; including working with families and students through school and home visits.
- Provides services and operations information necessary for the Center FRYSC Advisory Councils to function effectively, and serve as liaison for Advisory Council and Schools.
- Promotes interagency relationships and assure information sharing, effective and efficient cross-agency referrals, and promote collaboration of resources within the community.
- Attends district staff FRYSC meetings, Regional FRYSC meetings; and other trainings as required.
- Conducts staff meetings for assigned personnel, establishes and interprets the goals, objectives, and defines services to staff; and schedules staff assignments when a FRYSC assistant is employed.

- Promotes a positive, welcoming atmosphere for participants, and positive reciprocal relationships between families and schools.
- Identifies, uses, and shares resource and referral information to assist and advocate for students and families to obtain services they need; and maintain current information on community services and systems as changes occur.
- Assures participant confidentiality and rights according to federal and state statutes, and assure policies for parental consent.
- Coordinates formative data collection, conducts student and family needs assessments, monitors needs and program effectiveness, compiles required reports, and develops and operates FRYSC component plans and recommended data-bases programs.
- Utilizes technology to maintain and analyze data and effective communications.
- Assists in locating and developing resources to enhance student educational success; prepares and submits grants and proposals to increase school resources; and ensures services do not supplant any existing resource or service.
- Participates in training and professional development, including recommendations of the Advisory Council; with approval of principal.
- Provides orientation, awareness education, parent education and workshops, training, and/or oversight according to program and school objectives.
- Maintains a regular physical appearance in the school served by the center.
- Submits reports to District FRYSC Program Coordinator in a timely manner.
- Perform additional duties as recommended or required and approved by the Principal, District FRYSC Program Coordinator, and/or the Superintendent.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Subject matter in area of assignment
- Short and long-range planning techniques applicable to area of specialty.
- Record-keeping techniques
- Oral and written communication skills
- Public speaking techniques
- Research methods and report writing techniques
- Laws, rules, and regulations related to assigned activities
- Policies and objectives of assigned program and activities
- Interpersonal skills using tact, patience, and courtesy
- Principles of training and providing work direction
- Technical aspects of field of specialty

### **ABILITY TO:**

- Provide leadership to an activity having moderate impact on the District occasionally affecting more than one unit or department, requiring adaptation of standard practices, with limited outside contact while working under general supervision.
- Provide technical assistance to District and school personnel in area of proper specialty.
- Oversee the work of committees and task forces
- Communicate effectively both orally and in writing.

- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Prioritize and schedule work.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines
- Plan and organize work.

**PHYSICAL DEMANDS:**

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting , crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light to heavy weights

**EVALUATION:** Evaluated annually by the school principal in consultation with the District Family and Youth Service Center Coordinator in accordance with classified personnel standards.

**EDUCATION AND EXPERIENCE:** Bachelor's Degree in Family Studies, Social Work, or Education or closely related field **is required**. **Experience working in a school system or human service field is preferred**. (FRYSC Coordinators hired prior to July, 2015 are not required to have a bachelor's degree.)

**LICENSES AND OTHER REQUIREMENTS:** Valid Kentucky driver's license.

Most recent approval by the Powell County Board of Education	Date:
Printed name of employee receiving job description.	
<b>Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.</b>	
Employee Signature:	Date: