

Southgate Independent Schools

Job Description

POSITION TITLE: Family Resource Youth Service Center (FRYSC) Coordinator

QUALIFICATIONS: Minimum of high school diploma or equivalent required. Bachelor's degree in Social Work, Counseling, Education, Human Services, or a closely related field strongly preferred; or a minimum of 2-3 years of demonstrated equivalent experience in family support, social services, community resource coordination, or wrap-around care within a school or community setting. Must display initiative, leadership, and possess strong organization skills. Must have excellent written and verbal communication skills.

REPORTS TO: Superintendent and/or Designee

RESPONSIBILITIES:

1. Oversees the daily operations of the Family Resource Youth Service Center.
2. Establishes and maintains a formative, ongoing program evaluation to ensure programming meets all required core components.
3. Consults and collaborates with school and community personnel in assembling information on available services and disseminating this information to students, families, and the community at large.
4. Collaborates with building and district leadership to design and promote the center and services provided and to recruit participants.
5. Researches and pursues the availability of outside funding.
6. Assists in developing opportunities to involve parents and families in the school (i.e. parent workshops, Readifest, etc.) and community while coordinating volunteers for programming and center operations.
7. Consults with school personnel and community partners to identify appropriate interventions, supports, resources, and programming to address the needs of students and families.
8. Collaborates with appropriate school and district staff to conduct home outreach visits and case management for families and assists in developing and implementing intervention plans that best meets the needs of students and families.
9. Serves as a liaison among families, schools, and community agencies by making appropriate referrals and coordinating services and resources.
10. Attends all required training and meetings provided by the district and state.

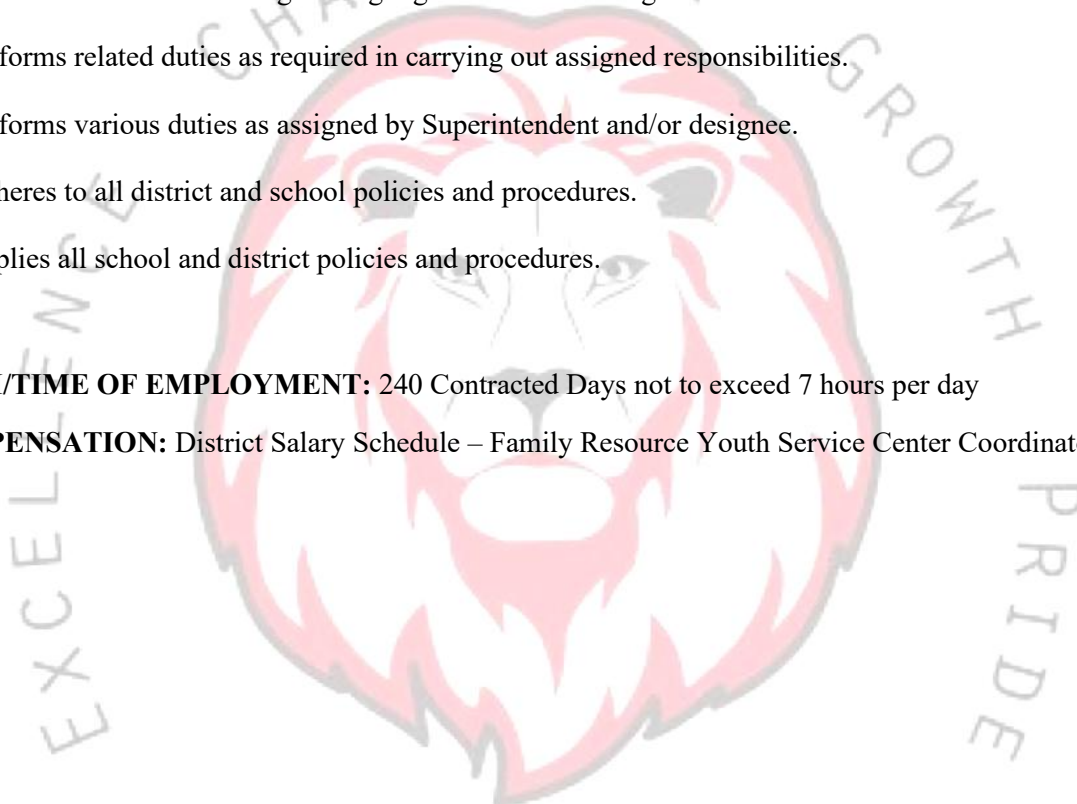
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11. Keeps complete up to date and accurate records while maintaining strict confidentiality as required by law, policy, administrative regulation, and applicable grant requirements.
12. Serves as a cooperative, non-voting liaison to the Advisory Council.
13. Assists in carrying out the district wide vision and mission for all students and families.
14. Works in conjunction with the Youth Service Coordinators in the region and other school district personnel to provide coordinated services to students and families, especially as students transition from Southgate Public School to neighboring high schools in the region.
15. Performs related duties as required in carrying out assigned responsibilities.
16. Performs various duties as assigned by Superintendent and/or designee.
17. Adheres to all district and school policies and procedures.
18. Applies all school and district policies and procedures.

TERM/TIME OF EMPLOYMENT: 240 Contracted Days not to exceed 7 hours per day

COMPENSATION: District Salary Schedule – Family Resource Youth Service Center Coordinator



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