

**Classified Personnel  
Job Description**

POSITION TITLE: FRYSC Parent Liaison

QUALIFICATIONS: Shall have a high school diploma or GED.  
Shall have the ability to obtain a CDL for transportation of student/family members as needed to meet FRYSC objectives.  
Shall have the ability to do word processing data sheets and spread sheets on a computer.  
Shall maintain documentation records for clients of the FRYSC.  
Shall maintain confidentiality.  
Shall have the ability to access in-school and community resources for students/families who are in crisis.

PHYSICAL REQUIREMENTS: Shall have the ability to lift, stoop, push, pull, climb, drive, any and all body movements as related to the job description.

RESPONSIBLE TO: FRYSC Coordinator

GENERAL DUTIES: Shall assure smooth and efficient operation of the FRYSC by linking students and families with resources.  
Shall follow directions as given.  
Shall adhere to School Board Policies and Procedures.

SPECIFIC DUTIES: Shall assist with the implementation of programs and activities related to the Center.  
Shall assist in preparation of project reports, documentation of status and record keeping.  
Shall act as a liaison between the Coordinator and FRYSC clients.  
Shall participate in FRYSC activities as assigned by the Coordinator.  
Shall assist AYSC clients in accessing in-school and community resources.  
Shall assist the Coordinator in evaluating the needs of clients.  
Shall make on-site visits to homes of FRYSC clients and community resources on an as needed basis.  
Shall adhere to School Board of Education Policies and Procedures.  
Shall perform any other duties as assigned by the supervisor.

DAYS OF EMPLOYMENT: 180 days / 5 hours per day

SALARY: Commensurate with Ashland Independent Schools Classified Salary Schedule.

Revised: 9/26/2016