

**Classified Personnel  
Job Description**

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

**QUALIFICATIONS:** Shall have a valid driver's license and proper insurance.  
Shall have a working knowledge of computers.  
Shall communicate effectively both orally and in writing.  
Shall possess good problem-solving skills and ability to deal with administrative details.  
Shall have some knowledge of fiscal management.  
Shall be experienced in planning meetings, programs and other group functions.  
Shall be experienced in dealing with government and community service agencies.  
Shall be able to work without direct supervision.  
Shall be able to work effectively with client population and people in the community.  
Shall possess a Bachelor's Degree in the helping profession.  
(Master's Degree preferred.)  
(3-5 years of related experience is preferred.)

**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:** Coordinator of Student Services

**GENERAL DUTIES:** Shall determine appropriate action within clearly defined guidelines.  
Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.  
Shall react positively to directives.  
Shall carry out assignments in a timely manner without undue checking.  
Shall adhere to time schedules as set forth.  
Shall have a willingness to cooperate with the principal and staff.  
Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES:** Shall provide liaison services between the student and the parents or between the school and the community.  
Shall coordinate assigned activities to resolve student issues or develop community programs.  
Shall travel to student homes and interact with parents.  
Shall operate a computer terminal as it relates to the FRYSC software.  
Shall promote the establishment of positive working relationships with various community agencies and coordinate the development of referrals and when feasible, service agreements with these resources.  
Shall consult and collaborate with school personnel in gathering and giving information on students with respect to issues within confidentiality guidelines.  
Shall develop and implement a procedure of an on-going needs assessment.  
Shall assume responsibility for the development, coordination, training and supervision of staff.  
Shall evaluate and monitor all program components.  
Shall assure compliance with all state reporting requirements and evaluation systems.  
Shall collaborate with the Center's Advisory Council.  
Shall maintain current knowledge of program rules, regulations, requirements and restrictions.  
Shall complete and return all paper work requested.  
Shall perform any other duties as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days (7 hours per day)

**SALARY:** Commensurate with Ashland Independent Schools Classified Salary Schedule.