Classified Personnel
Job Description

POSITION TITLE: FRYSC Program Liaison

QUALIFICATIONS:
Shall have a working knowledge of computers.
Shall communicate effectively both orally and in writing.
Shall possess good communication skills, problem solving skills, and the ability to deal with administrative details.
Shall have the ability to obtain a CDL for transportation of student/family members as needed to meet FRYSC objectives.
Shall have 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 effectively with client population and people in the community.
Shall possess the ability to work without direct supervision.
Shall have a high school diploma or GED. (Related experience 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: FRYSC Coordinator

GENERAL DUTIES:
Shall maintain current knowledge of program rules, regulations, requirements and restrictions.
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 provide appropriate information and make referrals as necessary to meet students' needs.
Shall conduct home visits in an appropriate and professional manner and as indicated by the supervisor.
Shall promote the establishment of positive working relationships with various community agencies and make referrals when necessary.
Shall disseminate information regarding the Center.
Shall provide liaison services between the student and the parents or between the school and the community.
Shall perform any other duties as assigned by the supervisor.

DAYS OF EMPLOYMENT: 7 hours per day

AFRC – 200 days	AYSC – 200 days
SAFRC – 240 days	ABYSC – 200 days

SALARY: Commensurate with Ashland Independent Schools Classified Salary Schedule.

Adopted: January 2023