



Boyle County Schools - JOB DESCRIPTION

101 Citation Drive, Suite C | Danville, Kentucky 40422 | 859.236.6634

POSITION: Family Resource / Youth Service Center Director, Level 2

SCHOOL / DEPT: Student Services

EVALUATOR: Director: Family & Community Support

SALARY SCHEDULE: Family Resource / Youth Service Center, Level 2

APPROVED BY: Boyle County Board of Education **DATE:** July 2025

ABOUT US

Kids come first at Boyle County Schools. We're proud to employ a team of educators and staff who strive for excellence, crave innovation and look for ways to provide students with personalized learning environments. A state and national leader in education, Boyle County Schools elevates more than 2,700 students to the highest levels of achievement through growth in academics, the arts and athletics.

ABOUT THE POSITION

The Family Resource / Youth Service Center (FRYSC) Director creates community partnerships that are dedicated to helping students and their families overcome problems that keep students from succeeding in school. The FRYSC Director devises procedures for taking referrals, conducts needs assessments, facilitates and / or obtains needed services for participant families and supervises the ongoing organization of programs. The Director is responsible for the implementation of and ongoing compliance of related grants. The Level 2 FRYSC Director will work within a more complex program, typically requiring additional skills and characterized by increased independence of action.

JOB QUALIFICATIONS

This position requires any combination equivalent to:

- Bachelor's degree required.
- Two (2) years of responsible and varied secretarial experience.
- Valid Kentucky Driver's License.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are listed for reference. Success will involve the ongoing demonstration of desire and ability to perform responsibilities effectively, efficiently, pleasantly and with a focus on student success.

- Work with community providers to increase the availability of services in the community; maintain current information on existing community resources.
- Help students and families utilize community and center resources; educate school personnel and community about available services and resources.
- Consult and collaborate with other school personnel in establishing and planning for appropriate interventions.
- Conduct ongoing needs assessments, assure timely communication and response in crisis situations.
- Communicate with students, families and District personnel on confidential or sensitive issues.
- Research and compile information and compute statistical data for federal, State and District reports and special projects as assigned.
- Review or prepare a variety of materials and documents, including financial documents, student records and statistics.
- Maintain a variety of complex student records, lists, files and records, including confidential materials.

- Oversee department budgets; enter data into software programs to charge appropriate accounts; review invoices, requisitions and purchase orders for accuracy, completeness and compliance with department and District policies; inspect and verify accuracy of District financial reports with office records; research and resolve discrepancies as needed.
- Evaluate programs systematically and regularly, providing regular reports to the leadership team and Board as directed.
- Operate a variety of technology and equipment, including a computer, various types of software, copiers and other office equipment.
- Knowledge of modern office practices, procedures and equipment, including phone techniques and etiquette, and record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, vocabulary and oral and written communication skills - practicing interpersonal skills using tact, patience and courtesy.
- Establish and maintain cooperative and effective working relationships with others, understand and work within scope of authority.
- Participate in staff activities and in special training programs.
- Maintain regular attendance.
- Strict adherence to the Policies and Procedures of the Boyle County Board of Education, the Employee Handbook and Kentucky Revised Statutes.
- Fulfilling contractual obligation of days worked.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Students, assistants and volunteers as assigned.

WORKING CONDITIONS

- Regularly required to use hands for simple grasping and fine manipulatives.
- Regularly required to communicate effectively using speech, vision and hearing.
- Frequently required to stand; walk; and stoop, kneel, crouch, or crawl.
- Occasionally required to sit and climb or balance. Occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Occasionally works outdoors and occasionally will walk on slippery surfaces.
- The noise level in the work environment is usually loud.

DISCLAIMERS AND OTHER PERTINENT INFORMATION

- The work environment described is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.
- This document does not create an employment contract, implied or otherwise.