



Submitted For
Approval: 6/11/20119
Effective: 7/1/2019

JOB TITLE:	COORDINATOR FAMILY RESOURCE CENTER	
DIVISION	ACADEMIC SCHOOL	
SALARY SCHEDULE/GRADE:	II, GRADE 6	
WORK YEAR:	230 PLUS EXTENDED DAYS	
FLSA STATUS:	EXEMPT	
JOB CLASS CODE:	8250	8251
BARGAINING UNIT:	CLAS	CLAS

SCOPE OF RESPONSIBILITIES
Family Resource Center Coordinators (FRC) serve children under school age and in elementary school. Assumes responsibility for development and coordination of programs and services determined by the needs of the population being served, available resources, location and other local characteristics. Develops and maintains contact with business and community representatives to enhance students' ability to succeed in school by developing and sustaining partnerships that promote early learning and successful transition to school, academic achievement and well-being, and graduation and transition into adult life.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Develops, reviews, monitors, and updates implementation of the Continuation Program plan
Maintains active involvement with community services, and acts as a liaison to business and community resources
Utilizes current needs assessment, including a process for identifying the needs of students and families
Assures compliance with any federal, state; local, and District regulations, deadlines, and requirements (e.g. grant, budget, action components, assurances, individual interventions, and purchasing)
Maintains communication with school community, leadership, Family Resource Youth Services Center Advisory and School Based Decision Making councils
Provides resources and referrals to students, families, and staff
Attends monthly District/regional professional development and state mandated trainings (i.e. Victory Over Violence, Fall Institute)
Participates in twenty-four (24) hours of training approved by the FRYSC Training Council, and addresses components of the approved FRYSC Continuation Program Plan and/or the school or District goals
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor and/or Director as it relates to the implementation of the FRYSC Core Components and Continuation Program Plan

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Successful experience with business/community agencies/resources
Successful experience working with youth and adults from diverse backgrounds
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Training in counseling social work
Master's Degree in human services related field
Experience in a diverse workplace