

## Family Resource Coordinator I

Classified Position – 7493

<u>Salary</u> Per Salary Schedule	<u>Days</u> 240 (may be reduced with waiver approval)	<u>Reports to:</u> Building level administrator
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### SCOPE OF RESPONSIBILITIES:

Plan, organize, implement and coordinate a Family Resource/Youth Services Center as outlined in KRS 156.496.

**Family Resource Centers** shall include programming to meet the following mandated components:

- Full-time child care for children two and three years of age
- After school child care for children ages four through twelve, with care being full-time during the summer and on other days when school is not in session
- Families in training, which shall consist of an integrated approach to home visits, group meetings and monitoring child development for new and expectant parents
- Parent and child education (PACE) as described in KRS 158.360, or a similar program
- Health services, or referral to health services, or both

**Youth Services Center** shall include programming to meet the following mandated core components:

- Referrals to health and social services
- Employment counseling, training, and placement
- Summer and part-time job development
- Drug and alcohol abuse counseling
- Family crisis and mental health counseling

### PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS

1. Plan, organize, implement and coordinate a project, program or activity and evaluate staff as assigned involved in activities having overall impact on school/district
2. Develop, establish or administer project, program or activity
3. Serve as liaison with other units, departments or outside agencies as required
4. Make recommendations regarding implementation of project, program or activity and evaluate effectiveness as assigned
5. Maintain communication and work closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity
6. Prepare and assist in preparation of reports, records and other documentation as required
7. Accumulate and research data, documents and other pertinent information as required
8. Assure compliance with federal, state and district policy, administrative procedures and negotiated agreements as applicable to assignment
9. Prepare, deliver or assist with training opportunities as appropriate
10. Maintains regular and predictable attendance
11. Adheres to the professional code of ethics
12. Successfully utilizes technology as appropriate in job function
13. Perform related duties as assigned

### KNOWLEDGE AND ABILITIES

#### KNOWLEDGE OF:

- Subject matter in area of assignment
- Short and long-range planning techniques applicable to area of specialty
- In-service materials, subject matter and methods in area of specialty.
- Record-keeping techniques
- Communication skills
- Research methods and report writing techniques
- Laws, rules and regulations related to assigned activities
- Policies and objectives of assigned program and activities
- Principles of training and providing work direction
- Technical aspects of field of specialty

#### ABILITY TO:

- Provide leadership to an activity having moderate impact on the District occasionally affecting more than one unit or department, requiring adaptation of standard practices, with limited outside contact while working under general supervision
- Provide technical assistance to District and school personnel in area of proper specialty
- Oversee the work of committees and task forces
- Communicate effectively both orally and in writing
- Prepare and deliver oral presentations
- Establish and maintain cooperative and effective working relationships with others
- Maintain records and prepare reports
- Compile and verify data and prepare reports
- Prioritize and schedule work
- Maintain current knowledge of technological advances in the field
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

#### MINIMUM QUALIFICATIONS

1. High school graduate or equivalent supplemented by three years of related work experience
2. Additional education will substitute for the required experience on a year-for-year basis