

LOCAL DISTRICT CLASSIFICATION PLAN

**CLASS TITLE: FAMILY RESOURCE/YOUTH SERVICES CENTER
ASSISTANT COORDINATOR I**

BASIC FUNCTION:

Assist with planning, organizing, implementing, and coordinating a Family Resource/Youth Services Center as outlined in KRS Chapter 156.497. Family Resource Centers shall include programming to meet the following mandated core 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, and
- Family crisis and mental health counseling.

REPRESENTATIVE DUTIES:

Assist with:

Planning, organizing, implementing, and coordinating a project, program, or activity.

Developing, establishing or administering project, program, or activity.

Serving as liaison with other units, departments or outside agencies as required.

Making recommendations regarding implementation of project, program or activity and evaluate effectiveness as assigned.

Maintaining communication and work closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity.

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Preparing and assisting in preparation of reports, records, and other documentation as required.

Accumulating and researching data, documents, and other pertinent information as required.

Assuring compliance with federal, state, and district policy, administrative procedures, and negotiated agreements as applicable to assignment.

Preparing, delivering, or assisting with training opportunities as appropriate.

Performing 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.

Inservice 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 ASSIST WITH:

Providing leadership to an activity having overall impact on the school/district requiring a variety of standard practices and procedures, and including outside contacts which require routine supervision.

Providing technical assistance to school and district personnel in area of proper specialty.

Overseeing the work of advisory council committees.

Communicating effectively.

Preparing and delivering presentations.

Maintaining records and preparing reports.

Compiling and verifying data and prepare reports.

Prioritizing and scheduling work.

Maintaining current knowledge of program rules, regulations, requirements, and restrictions.

Maintaining current knowledge of technological advances in the field.

Meeting schedules and time lines.

Planning and organizing work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years of related work experience.