

**LOCAL DISTRICT CLASSIFICATION PLAN**

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

**BASIC FUNCTION:**

Plan, organize, implement, and coordinate 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.

**DISTINGUISHING CHARACTERISTICS:**

The coordinator series applies to professional-level supervisory positions which have responsibility for an ongoing activity or function in any area of specialty (instruction and/or administrative). The levels of coordinator are distinguished by their education level and work experience. There are five levels of the series according to this criteria.

**REPRESENTATIVE DUTIES:**

Plan, organize, implement, and coordinate a project, program, or activity and evaluate staff as assigned involved in activities having overall impact on school/district.

Develop, establish or administer project, program, or activity.

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

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

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

Prepare and assist in preparation of reports, records, and other documentation as required.

Accumulate and research data, documents, and other pertinent information as required.

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

Prepare, deliver, or assist with training opportunities as appropriate.

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.

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:**

Provide 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.

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

Oversee the work of advisory council committees.

Communicate effectively.

Prepare and deliver presentations.

Maintain records and prepare reports.

Compile and verify data and prepare reports.  
Prioritize and schedule work.  
Maintain current knowledge of program rules, regulations, requirements, and restrictions.  
Maintain current knowledge of technological advances in the field.  
Meet schedules and time lines.  
Plan and organize 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.