

## **FRYSC Personnel Guidelines**

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### **Goals for Family Resource Centers**

To assist families, including new and expectant parents, in enhancing parenting skills that can promote the full educational development of children.

To promote the healthy growth and development of children by assisting families to identify and address any home or community barriers to a child's success in school.

To ensure that families have access to and are connected with appropriate community resources.

To encourage social support linkages and networks among families, thereby reducing isolation and promoting family involvement in school activities; and,

To generate optimal parental and family involvement by offering learning and service opportunities that will enable parents and other family members to participate in center and community activities as providers, participants and volunteers.

### **Goals for Youth Services Centers**

To promote young people's progress toward capable and productive adulthood by assisting them to recognize their individual and family strengths and to address problems that block their success in school.

To promote supportive peer group relationships among young people, and supportive relationships among young people, their families, and persons in the school and community in order to develop positive self-esteem and competence.

To generate optimal parental and family involvement by offering learning and service opportunities that will enable parents and other family members to participate in center and community activities as providers, participants and volunteers.

To assist young people to make effective use of community resources, including employment and training resources and health, mental health and social services resources as necessary.

## Division of Family Resource and Youth Services Centers

### Primary Role of a FRYSC coordinator

To implement the services, activities and programs outlined within the Center's approved plan for meeting the above goals, as determined by the needs of the school community.

### Guidelines for Employing Center Staff

#### General

Center staff needs: Each center must have one full-time coordinator and the staff necessary to implement the program design. Full-time is defined by the school district but may not be less than 240 days\* a year and 30 hours per week. *\*A Waiver can be requested if a full-time coordinator cannot be supported by the center's allocation.*

Co-coordinators are not allowed. Additional staff that may be employed for the center could include assistant coordinators, parent educators, office assistants, home-school liaisons, childcare coordinators, etc.

The center coordinator must have a regular, physical presence at each school, if serving more than one school.

Employment authority: All coordinators are employees of the district. Other center staff positions are district employees unless those positions are subcontracted. School districts are responsible for posting and hiring vacancies\*, setting salary, evaluating and terminating center coordinators and staff (who are district employees). *\*Note: A Center's Advisory Council must be involved in the hiring of its coordinator.*

#### Hiring a New Coordinator

In the event of a vacancy, notify your Regional Program Manager as soon as possible.

A coordinator should be hired within 60 days of the vacancy. If hiring will be longer than 60 days, the district needs to notify the Division of FRYSC in writing of the reasons for the delay.

The center's Advisory Council *must* have a direct and shared role in the hiring of the center coordinator and needs to be documented as such. Consult the center's Advisory Council By-laws; they contain guidelines for how their Council members are to be involved.

The interview committee completes and signs a Hiring Committee Confirmation form (located on FRYSC website).

Notify your Regional Program Manager as soon as that person is hired.

New coordinators must attend the DFRYSC's "New Coordinator Orientation" session (3 days); a follow-up session is required approximately 6 months later (2.0 days).

# Division of Family Resource and Youth Services Centers

## Coordinator and Center Staff Duties

Coordinators are, foremost, responsible for carrying out the activities specified in the approved program plan.

Coordinators and center staff must spend 100% of their state fund-paid time on tasks that are directly related to the operation of the center and its activities. While eligible to apply for extra service duties, coordinators cannot spend any of their required FRYSC time performing those duties.

### (Duties, continued)

FRYSC staff are required to coordinate and collaborate with other agencies and organizations to provide student and family support services. They are also charged with (according to the Goals listed above) "...generating optimal parental and family involvement..."

Because of these mandates and the unique nature of the program, FRYSC staff should be allowed the flexibility in their work schedule to be most effective:

- communicate and work with collaborative partners (out-of-school, as well as in-school) to meet needs,
- communicate with parents and students, and
- provide activities and programs for parents and students that address needs (as assessed) of the school community - in ways that engage participants and maximize attendance

## Supervision

Center staff employed out of FRYSC funds report directly to the center coordinator for those job responsibilities.

Coordinators cannot supervise other center coordinators or staff not directly related to the center's program.

Coordinators must be involved in the hiring, evaluation and reassignment of staff paid with FRYSC funds.

Coordinators and center staff must be evaluated on a regular basis, according to district policy, but not less than every two years. Coordinator evaluations should include input from each building principal served and the district level supervisor.

## Division of Family Resource and Youth Services Centers

### Payroll issues

The school district has the responsibility of ensuring center staff is in compliance with time and attendance.

Center records need to include time sheets or other documents that reflect 100% of time worked each pay period and charged to the correct funding source.

If a coordinator is on extended leave **without** pay, FRYSC funds may be used to hire a substitute. If the coordinator is on leave **with** pay, FRYSC funds *cannot* be used to pay a substitute. The district would be responsible for paying for the substitute in this case, if one is desired.

### Training

Coordinators are now required to obtain and track a designated number of training hours every year. (\*See Training Requirements on FRYSC website)

The center coordinator maintains a file of evidence (i.e. certificates) of all professional development activities and completes a “Professional Development Tracking Form” at the end of each year. Coordinators are required to attend certain training events specifically designed by the Division of FRYSC. These include:

- training for new coordinators
- regional meetings
- at least one statewide, annual training conference (i.e. Fall Institute or Victory over Violence), and
- other training events as required by the DFRYSC

***Rev. February 2026 for ADA compliance***

***Sources: CHFS/Div. FRYSC-School District Contract; FRYSC Administrators’ Guidebook***