

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

HOME SCHOOL LIAISON

SALARY SCHEDULE: INSTRUCTIONAL

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- (1) Bachelor's and/or Master's Degree in [education] Social Work from an accredited [college or university.] institution.
- (2) [Possess] [certification] Certification in [Guidance or] School Social Work.
- [(3) Possess ESOL certification.]
- [(4) Minimum of three (3) years successful teaching and/or social work experience.]

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child growth and development. Knowledge of prescribed curriculum. Basic understanding and knowledge of current technology. Knowledge of learning styles. Ability to communicate effectively both orally and in writing. Ability to plan and implement activities for maximum effectiveness. Ability to work with students, parents, administrators and peers. Ability to organize and prioritize activities.

REPORTS TO:

School Principal

JOB GOAL

To provide for positive relationships between the school and parents so that students will move toward fulfillment of their potential for intellectual, emotional, physical and psychological growth and maturation.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) [Interpret program purpose to parents.] Provide counseling to individual students at assigned schools having emotional, social, behavioral or attendance problems.
- * (2) [Provide information to parents in order to assist their children.] Provide counseling services to parents of students who are having problems.
- * (3) [Promote participation of parents in school parent advisory activities..] Assist in the referral process of students or parents to appropriate agencies.
- * (4) [Assist in the selection of suitable materials for use by parents to assist their children.] Develop social and Developmental History from the parent / guardian for assessment and placement of students.
- * (5) [Develop and implement a training program for paraprofessionals for home visitations.] Serve as a member of assessment and support teams with the school.
- * (6) [Organize and facilitate home-school service and intervention assistance team meetings.] Provide consultation / collaborative services to teachers, principals, counselors and other school personnel.
- * (7) [Assist with classroom guidance, conflict resolution strategies, career education opportunities and human growth and development activities.] Perform classroom observations during the assessment process.
- * (8) [Provide individual counseling as needed.] Serve as liaison between school and home.

HOME SCHOOL LIAISON (Continued)

- * (9) [Provide referral services to outside agencies as needed.] Make home visits during assessment and follow-up.
- * (10) [Prepare all required reports and maintain all appropriate records.] Prepare and maintain records as required.
- * (11) [Exhibit support for the District's vision, mission, goals and priorities.] Demonstrate organizational skills and use time effectively.
- * (12) [Demonstrate initiative in the performance of assigned responsibilities.] Help parents understand services from community agencies.
- * (13) [Provide for a safe and secure workplace.] Demonstrate initiative in the performance of assigned responsibilities.
- [(14)] Model and maintain high ethical standards.
- * [(15)] 14 [Follow attendance, punctuality and proper dress rules.] Model and maintain high ethical standards.
- * [(16)] 15 [Maintain confidentiality regarding school matters.] Follow attendance, punctuality and proper dress rules.
- * [(17)] 16 [Maintain positive relationships with staff and vendors.] Maintain confidentiality regarding school matters.
- * [(18)] 17 [Participate in workshops and training sessions as required.] Maintain positive relationships with staff.
- * [(19)] 18 [Communicate effectively with staff and vendors.] When necessary will be able to transport family and or student.
- * [(20)] 19 [Keep supervisor informed of potential problems or unusual events.] Participate in workshops and training sessions as required.
- * [(21)] 20 [Respond to inquiries and concerns in a timely manner.] Communicate effectively with staff, parents and students.
- * [(22)] 21 [Follow all School Board policies, rules and regulations.] Keep supervisor informed of potential problems or unusual events.
- * [(23)] 22 [Exhibit interpersonal skills to work as an effective team member.] Respond to inquiries and concerns in a timely manner.
- * [(24)] 23 [Perform other incidental tasks consistent with the goals and objectives of this position.] Follow all School Board policies, rules and regulations.
- * (24) Exhibit interpersonal skills to work as an effective team member.
- * (25) Demonstrate support for the School District and its goals and priorities.
- (26) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 03

*Essential Performance Responsibilities