

## SCHOOL DISTRICT OF JACKSON COUNTY

### JOB DESCRIPTION

#### HOME SCHOOL LIAISON WORKER

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) 30-hour clock training
- (3) Agreement to complete Child Development Associate and other course work training in child development.
- (4) Three years experience working with children.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work with a variety of persons in different settings. Knowledge of child development and parenting skills. Knowledge of available social services. Knowledge of the geography of Jackson County. Ability to communicate effectively in both oral and written form. Knowledge of laws and rules relating to assigned area. Knowledge of and appreciation for diverse cultural backgrounds.

**REPORTS TO:**

Manager of Full Service Center

**JOB GOAL**

To provide parents and children with assistance to create the best environment possible to enhance the child's success in school and to enable parents to become self-sufficient.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES**

- (1) Conduct home visits to each family each month to carry out activities to enhance child's education.
- (2) Maintain records of family visits and participation of child's progress at each visit.
- (3) Screen children by periodically checking their educational development.
- (4) Plan and prepare materials for home visit activity; age appropriate to child/adult in home.
- (5) Schedule appointments for home visits and new enrollment.
- (6) Participate in training to up-date personal knowledge and skills.
- (7) Build confidence in parents in their abilities to parent and raise healthy, productive children.
- (8) Perform other incidental tasks consistent with the goals and objectives of this position.
- (9) And other duties assigned by immediate supervisor or principal.

**PHYSICAL REQUIREMENTS:**

Board Approved April 20, 1998  
Amendment Board Approved April 15, 2003

# H5

## **HOME SCHOOL LIAISON WORKER (Continued)**

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds as needed to move objects.

## **TERMS OF EMPLOYMENT:**

Approved Unit Compensation plan, pay grade 21-24  
10 months  
7.5 hours per day

## **EVALUATION:**

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