



Columbia County School District Job Description

Position Title: Pre-K Resource Worker		
Department: School	Evaluation Instrument: Performance will be evaluated annually by the Assistant Superintendent of Student Support in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: Teacher Salary Schedule based on degree level with entry-level experience.	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 190 Days Per Year, 8 Hours Per Day		
Reports to: Assistant Superintendent of Student Support		

MINIMUM QUALIFICATIONS
<p>Education: Degree in social work or education</p> <p>Essential Knowledge/Skills: Knowledge of community resources. Ability to communicate orally and in writing. Effective interpersonal skills with a variety of personalities.</p> <p>Experience: Two years school experience or two years in a human services delivery agency.</p>
GOAL
<p>Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.</p>
REPRESENTATIVE DUTIES & RESPONSIBILITIES
<p>JOB FUNCTION: As a primary responsibility, the resource worker will address the well-being of pre-kindergarten children and their families. To this end, the resource worker must serve as a multiple-service broker for the children and their families. Services should be coordinated through the development of multiple partnerships with public and private agencies. Trusting relationships must be established with the families of pre-kindergarten children in order to facilitate the provision of coordinated services.</p> <ul style="list-style-type: none"> • Works closely with the Department of Student Learning and school principals to conduct registration, formation for classes, maintaining current waiting lists, identifying needs, disseminating information, etc. • Conducts pre-kindergarten orientation for staff and families within the first twenty working days of school. • Organizes family assistance efforts around preventative and proactive strategies, which promote the development of empowered families. <ul style="list-style-type: none"> ○ Work First program via the Department of Family and Children Services (employability specialist – Bob Anderson) ○ New Connections to Work-Augusta Technical Institute ○ Work closely with the public health department, school nurses, and other healthcare agencies to insure that all health related problems and/or concerns have been addressed prior to entering kindergarten. ○ Educational initiatives include assisting the pre-k student, as well as his/her other family members in the area of education: <ul style="list-style-type: none"> • G. E. D. • Adult Literacy • Technical School • College ○ Provision of parent workshops

- Meets with families, upon request, at the school or in the home, in an effort to discuss any needs for resources/referrals deemed necessary.
 - Assists with transportation, as needed, to/from resources
 - Assists with telephone calls, appointment scheduling, etc.
 - Assists with follow-up
- Communicates on an on-going basis with pre-k families in order to:
 - Keeps parents informed of any upcoming parent education opportunities
 - Keeps the school updated regarding family needs, changes, etc.
 - Reinforces appropriate child development tenets and offer suggestions, books, films, etc.
- Develops a broad network of community resources to support children and their families.
 - Compiles a comprehensive resource manual of services available to be utilized by the resource coordinator. This will be an on-going project throughout the school year.
 - Provides a parent center with parenting materials, booklets, and videos to be checked out and utilized as needed.
 - Maintains a clothing closet.
 - Provides or assists in coordinating transportation for families to school functions, appointments, etc.
 - Provides follow-up to insure comprehensive services are being rendered to families.
- Provides a defined educational /volunteer component.
 - P.A.C.T. time (Parent and Child Together Time)
 - Resource coordinator to keep parents informed of PACT time opportunities on a monthly basis.
 - Resource coordinator to maintain accurate records of parents participating
 - PACT time.
 - Resource coordinator to encourage and advocate for parents to take full advantage of parent participation in the pre-k program.
 - Resource coordinator will offer parent workshop opportunities on a regular basis at convenient locations within Columbia County.
 - Resource coordinators will offer make-up opportunities to parents who have missed workshops or would like further information on a topic.
- Participates in conferences with the instruction planning team to assure coordinated provision of instructional and social services.
 - Resource coordinator will facilitate and participate in team meetings as deemed necessary for the needs of the pre-k children and their families.
 - Instructional planning team may include any or all of the following school personnel: principal, assistant principal, teacher, special service representative, physical education teacher, media specialist, music teacher, art teacher, etc.
 - Meets with the lead teacher on a regularly scheduled basis. Resource worker will maintain documented narrative records of meeting with the lead teacher.
 - Participate in weekly, or as needed, meetings with the Director of Elementary Programs.
- Acts as liaison and advocate between school and community agencies.
 - Participates in the SST process for pre-kindergarten students and siblings
 - Participates and assist in parent/teacher conferences as needed
 - Coordinates services with childcare centers to provide smooth transition from the child care pre-kindergarten program to the public school's kindergarten program.
- Maintains records.
 - Registration materials
 - Pre-kindergarten registration paperwork
 - Elementary school registration
 - Required immunizations, birth certificates, three point screening and social security number
 - Current/updated class rosters for the Office of School Readiness
 - Current/updated waiting lists for the Office of School Readiness
 - Statistics
 - Documentation of direct and referred services, as well as family participation in the pre-kindergarten program
- Coordinates parent workshops.
 - Survey parents at the beginning of the year to determine parent needs and interests
 - Develops parent workshops according to the needs and desires of pre-kindergarten parents, which were reflected in the survey
 - Notification to parents/guardians in regards to parent workshop dates, time, location, etc.
 - Coordinates baby-sitting services for parents who attend parent workshops and provides transportation as needed.

- Establishes and maintains a comprehensive countywide parent center to provide pertinent and helpful resources for parents and families.
 - Collaborate with agencies and inter-system services (ie., school guidance counselors, GLRS, etc.) to provide an extended array of materials, resources, and/or information.
 - Resource coordinator will be instrumental in providing families with knowledge and information of how to access needed resources when requested.
- Other
 - Develops facilitative relationship with pre-kindergarten families
 - Attends required resource coordinator training, as well as other training in an effort to keep abreast of current social service research, legislative policies, and other social work related issues.
 - Meets with other resource coordinators on an as needed basis to coordinate and network services for the pre-kindergarten program.
 - Spends time in the classroom in order to observe the children and refer to observations of the child when talking to the parent.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: September 2003