

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

PRE-KINDERGARTEN SOCIAL SERVICES AND HEALTH COORDINATOR

QUALIFICATIONS:

- (1) Bachelor's Degree in Social Work or Health from an accredited institution.
- (2) Minimum of three years successful experience in social work, health services, or a related field.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the various social and health services available to qualified families in the District. Ability to facilitate access to services on behalf of recipients. Ability to work cooperatively with various agencies and individuals. Skill in organizing time and information. Knowledge of applicable federal, state, and local laws and rules related to area of assignment. Ability to travel throughout the District. Knowledge of and ability to operate a personal computer. Good interpersonal and communicative skills. Ability to represent the District at state and regional functions.

REPORTS TO:

Pre-Kindergarten Program Manager

JOB GOAL

To identify and provide appropriate health and social services to Pre-Kindergarten students and their families, and to assist in the planning, implementation, and coordination of an effective Pre-Kindergarten program within prescribed guidelines.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES

- (1) Identify and facilitate appropriate social and health services for Pre-Kindergarten students and families.
- (2) Work with interagency service groups to identify gaps in services and facilitate maximum delivery of needed services.
- (3) Conduct home visits to identify needs and establish communications between the home and school.
- (4) Work with teachers of Pre-Kindergarten students in program planning and assessing children's needs.
- (5) Maintain appropriate confidentiality of records.
- (6) Follow-up schedules and other activities planned with families.
- (7) Maintain appropriate records and prepare reports as required.
- (8) Maintain knowledge of current legislation and other requirements of the program.
- (9) Assist in preparing grant applications and budget for the program.
- (10) Perform other incidental tasks consistent with the goals and objectives of this position.

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

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PRE-KINDERGARTEN SUPPORT SERVICES COORDINATOR (Continued)

(11) Other duties assigned by the immediate administrator or supervisor.

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:

Approved Unit Compensation plan, Instructional Salary Schedule

210 days

7.75 hours per day

EVALUATION:

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

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