

WINOOSKI SCHOOL DISTRICT
Job Description: Home School Coordinator

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Date Approved/Updated: August 1, 2016

Location: District Wide

Job Group: Support Staff, Union

Reports To: Director of Curriculum and English Language Learning (ELL)

Summary of Position Responsibilities: To enhance students educational experience by carrying out necessary communications between home and school, and carrying out other activities that promote positive home-school relations so the student can benefit fully from his/her school experience.

Essential Duties and Responsibilities:

1. Arrange parent visitations to school and parent conferences on or off campus as requested.
2. Contact parent/guardians for building Principals when requested.
3. Transport students to clinic or home upon request of building Principals or in his/her absence.
4. Provide families with information on co-curricular opportunities for students and assist families in registering students for these opportunities.
5. Make home visits for the purpose of gathering helpful information on students' backgrounds, addressing student attendance problems or for other purposes as needed.
6. Assist families to better understand the school and its programs.
7. Serve as a liaison between home and school when considerable support is necessary, as in welfare cases, foster home children, and disadvantaged students.
8. Develop awareness of school policies, procedures and resources. Accesses proper personnel to answer parents' and guardians' questions and resolve conflicts as needed.
9. Respond appropriately and cooperate with parent/guardians, students, and staff to resolve matters in the best interest of students.
10. Collaborates with a team of colleagues including administrators, teachers, counselors, the Safety Resource Officer (SRO) and others as needed to support students and families.
11. Develops relationships with offsite community resources to support students and families.
12. Assist with tardy and early dismissal slips when needed.
13. Assist with developing attendance plans for students as needed.
14. Deliver proper notification letters and information to parent/guardians regarding student attendance as needed.
15. Involve community organizations and businesses in developing and implementing incentive programs for attendance, academic achievement and behavioral improvement.
16. Work with special education personnel to deliver communications, notifications and get parent signatures required to meet rules and regulations as needed.
17. Process written communication appropriately and professionally.
18. Speak clearly and give explicit information.
19. Use discretion in handling confidential information.
20. Respond positively to students.
21. Demonstrate sensitivity in relating to others and show awareness of the needs of students with special needs.

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

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22. Show awareness and sensitivity to the uniqueness of different communities and cultures.
23. Be readily available to all students and staff.
24. Acknowledge the rights of others to hold differing views or values.
25. Attend appropriate meetings.
26. Other duties as assigned by district and building administrators.

Supervisory Responsibilities include: N/A

Qualification Requirements:

The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: computer proficient, technologically literate, with related business skills. High school diploma required.

Certificates, Licenses, Registrations:

Language Skills: Excellent oral and written communication skills.

Mathematical Skills: Basic math skills required.

Reasoning Ability: Ability to problem solve in a fast paced environment.

Other Skills and Abilities: Positive interpersonal skills and proven ability to work well with people.

Physical Demands:

The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:

F Standing _F_ Walking _C_ Sitting _O_ Lifting _O_ Carrying _Pushing
_Pulling _Climbing _Balancing _Stooping _Kneeling _Crawling
_Crouching _Reaching _Handling _Fingering _Feeling _C_Talking
_C_Hearing _O_Far Vision _O_Near Vision _Color Vision _Depth Perception _C_Repetitive Motion
_Eye/Hand/Foot Coordination

Physical Effort: Please indicate on the continuum the requirements of this position:

<i>Sedentary Work</i>	<i>Light Work</i> XX	<i>Medium Work</i>	<i>Heavy Work</i>	<i>Very Heavy Work</i>
Lifts up to 30 lbs	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

N Exposure to weather _N_ Extreme heat _N_ Extreme cold _O_ Noise _N_ Dust, vapors, fumes
F Time constraints _C_ Public contact _F_ Deadlines _O_ Travel _C_ Inside work

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Terms of Employment: Per Collective Bargaining Agreement, State and Federal Statutes and Board policies.

Compensation: Per Negotiated Agreement

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Negotiated Agreement.

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