



REVISED: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	COORDINATOR HOME SCHOOL
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	1A, GRADE 7
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8310
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for serving as a liaison between the home and the school, facilitating the involvement of community businesses, organizations and agencies in the school program and involving parents and community persons in meaningful relationships with students and the school staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Develops an on-going procedure for establishing and maintaining a positive working rapport with parents of the target population

Provides training experiences for parents

Involves community organizations and businesses in developing and implementing incentive programs for attendance, academic achievement, and behavioral improvement

Works with ninth grade counselors and other staff in implementing a process for assisting students who are experiencing difficulty

Assists in the recruitment of students for summer youth employment and other educational and career opportunities

Serves as liaison between students who are involved with support groups, their families and the school and coordinate other human resource services

Assists with problems, concerns, complaints, and grievances relative to student rights and responsibilities

Performs health services, if needed, for which training will be provided

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Experience in working with parents, community organizations, students and local school personnel

Successful experience in group facilitation skills, consultation techniques, and problem-solving strategies

Effective communication skills

DESIRABLE QUALIFICATIONS

Training and background experience in social work and/or human relations

Experience in a diverse workplace