

Home/School Communicator
Marshall Public School District Job Description

Position Title: Home/School Communicator

Department: Homeless/Title I

Reports to: Federal Programs Director

Summary:

Support students and parents who are in need of assistance with any aspect of the public school system. Assist faculty and administration in the implementation of programs for at risk students. Identify and disseminate information regarding community resources for students and their families.

Essential Duties and Responsibilities:

Other duties may be assigned.

- Serve as a liaison with parents and the school regarding the needs of their children.
- Provide general office support to handle communication issues and data gathering as appropriate.
- Collaborate with SROs to address attendance concerns and identify areas of needed support.
- Promote parental involvement in school and community activities to support their child's education needs.
- Assist in getting paperwork if needed (IEP meetings, conferences, homework, etc.) for effective communication.
- Be proactive in connecting students to school in positive ways.
- Assist with transportation of students as needed following district guidelines.
- Maintain frequent contact (at a minimum of one time per week) with the caseload provided by the District Homeless Liaison.
- Provide information to assist parents in contacting community agencies which may assist in meeting the need of high risk and homeless students.
- Coordinate and collaborate with community resources and service agencies for student/family intervention.
- Assist students and parents in understanding and complying with policies and procedures of the district.
- Work with Title I teachers to assist parents in supporting their child's education.
- Attend regularly scheduled meetings with the district staff, Children's Division, and other local agencies.
- Coordinate district efforts to improve home/school communication and cooperation.
- Develop, distribute and maintain a resource directory of services and agencies.
- Maintain accurate records and complete reports as required.
- Attend pertinent professional development related to discipline, socioeconomic, multicultural issues, homeless, and other learning issues to support the district.

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- Assist with training of district staff to ensure compliance with McKinney-Vento regulations.

SUPERVISORY RESPONSIBILITIES:

Supervises students (at times).

EDUCATION and/or EXPERIENCE:

Appropriate experience and/or training working with children and families. College degree preferred. Ability to communicate with a variety of audiences. Must have skills of empathy and a positive attitude, and be motivated and enthusiastic.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff Personnel.

TERMS OF EMPLOYMENT:

Eleven-month employee. Salary to be established by the Board of Education.