

Job Description

HOME/SCHOOL/COMMUNITY LIAISON

Parents are supported as prime educators and partners in their children's education. The Rome Special Education and Kindergarten Programs provide a comfortable and supportive environment for students and their families. Parents are welcomed as observers and contributors to the programs, and are essential to establish future involvement in their child's education.

Home/School/Community Liaisons are designated staff who serve as a resource and liaison for parents. Their commitment is to build effective home-school relationships and support and involve parents in the education of their children. Their responsibilities include but are not limited to:

- *Plan & Implement Kindergarten Registration
- *Secure Documentation for folders/SSI eligibility requirements for students
- *Manage transportation issues
- *Facilitate Parent Advisory Committee
- *Arrange parent workshops/education
- *Facilitate parent orientation workshops
- *Plan parent-child activities
- *Arrange field trips/busing
- *Manage Resource Library
- *Provide home visits as necessary
- *Support parents as a Home-school liaison
- *Serve as a community liaison for services/referrals
- *Facilitate fund raising activities
- *Arrange family events
- *Plan "at-home" projects for families
- *Coordinate building activities/programs/assemblies
- *Track parent statistics and student achievement data
- *Implement & record parent surveys
- *Collect data on kindergarten success
- *Provide family/child crisis intervention & support
- *Publish newsletter and maintain support service website
- *Plan kindergarten transition activities/meetings
- *Help arrange staff development workshops
- *Maintains records and correspondence relating to Pre-k, kindergarten and special education
- *Other duties as assigned