

## SCHOOL DISTRICT OF ALACHUA COUNTY

### TEACHER, HOME SCHOOL LIAISON

#### JOB DESCRIPTION

<b>JOB CODE:</b>	910121, 910124	<b>BARGAINING UNIT ELIGIBILITY:</b>	Yes
<b>FLSA:</b>	Exempt	<b>SALARY SCHEDULE:</b>	Instructional

#### QUALIFICATIONS:

- (1) Bachelors degree from an approved accredited educational institution.
- (2) Certified or qualified in accordance with Florida Statutes and State Board Rules.
- (3) Meet Federal Highly Qualified Guidelines, as applicable.
- (4) Valid Florida Drivers License and must have own transportation.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child development, especially characteristics of students in the elementary school grades. Knowledge of the prescribed curriculum including emergent and early literacy. Knowledge of current educational research. Knowledge of the Code of Ethics and Principles of Professional Conduct. Basic understanding and knowledge of current technology. Knowledge of learning styles and skill in using varied teaching methods to address student learning styles. Skill in oral and written communication with students, parents and others. Ability to plan and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators and others. Ability to maintain positive working relationships with school-based personnel, students and their families and community agencies. Understanding of the communities served by targeted schools, leadership ability demonstrated through participation in community, recreational, home, and school association or agency activities.

#### REPORTS TO:

Principal or designee

#### JOB GOAL

To assist parents with parenting skills, literacy skills, instructional strategies, and health/social agency referrals to support and improve the academic performance of students.

#### SUPERVISES:

Assigned Personnel

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Make home visits to establish a positive rapport between home and school.
- \*(2) Demonstrate behavior management techniques to parents.
- \*(3) Model tutorial strategies and recommend appropriate home instruction activities.

## TEACHER, HOME SCHOOL LIAISON (Continued)

- \* (4) Acquaint family with Title I goals and expectations.
- \* (5) Teach/reinforce language development strategies.
- \* (6) Organize and conduct parent workshops with lectures, role-playing, and practical activities to reinforce both parenting skills of parents and academic skills for students
- \* (7) Prepare and send questionnaires to determine parents' views and perceived needs.
- \* (8) Develop workshop activities based on surveyed parent needs and/or requests.
- \* (9) Prepare and disseminate a list of recommended "home" activities that are developmentally appropriate and related to children's instructional levels, including information about various organizations that provide tutorial, or special support services for students and/or other family members.
- \* (10) Review student's progress reports and assessment information with parents.
- \* (11) Recruit and train parents to be classroom volunteers.
- \* (12) Promote participation of families in the SAC and other local parent groups.
- \* (13) Complete appropriate forms (travel, home visit summaries, telephone logs, and sign in sheets) monthly to document appropriate use of resources and programs compliance.
- \* (14) Demonstrate positive interpersonal relationships with students, peers, supervisors, and school/community.
- \* (15) Demonstrate the ability to establish and maintain a positive collaborative relationships with students' families to increase student achievement.
- \* (16) Plan, prepare, and conduct a variety of learning activities considering students' learning styles and special needs.
- \* (17) Create or select short and long-range plans based on a review of district and state curriculum priorities, student profiles and instructional priorities.
- \* (18) Identify specific intended learning outcomes which are challenging, meaningful and measurable.
- \* (19) Apply principles of learning and effective teaching in instructional delivery.
- \* (20) Maintain academic focus by using a variety of motivational techniques.
- \* (21) Establish appropriate testing environment and ensure test security, as assigned.
- \* (22) Interpret and use data (including but not limited to standardized and other test results) for diagnosis, instructional planning and program evaluation.
- \* (23) Administer tests, including standardized tests, in accordance with directions provided, including proctoring and secure handling of materials, as assigned.
- \* (24) Communicate high learning expectations for all students.
- \* (25) Foster student responsibility, appropriate social behavior, integrity, appreciation of cultural diversity, and respect for self and others by role modeling and learning activities.
- \* (26) Communicate effectively, orally and in writing, with other professionals, students, parents and community.
- \* (27) Write or participate in the formation of student IEP or 504 Plans or any other learning plans based on individual student needs.
- \* (28) Collaborate with students, parents, school staff and other appropriate persons to assist in meeting student needs.
- \* (29) Demonstrate knowledge and understanding of curriculum content.
- \* (30) Engage in continuing improvement of professional knowledge and skills including instructional methodology, learning theory, curriculum trends and content.
- \* (31) Develop and implement a Professional Development Plan annually in accordance with

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- state and district requirements.
- \*(32) Demonstrate punctuality and regular attendance.
  - \*(33) Assist in enforcement of school rules, administrative regulations and Board policy.
  - \*(34) Comply with policies, procedures and programs.
  - \*(35) Act in a professional and ethical manner and adhere at all times to the Code of Ethics and Principles of Professional Conduct.
  - \*(36) Support school improvement initiatives by active participation in school activities, services and programs.
  - \*(37) Manage materials and equipment effectively.
  - \*(38) Instruct and supervise the work of volunteers and aides when assigned.
  - \*(39) Supervise students at all times to ensure a safe and orderly environment.
  - \*(40) Maintain a clean, attractive and organized learning environment.
  - \*(41) Maintain accurate and complete records in accordance with District procedures.
  - \*(42) Maintain confidentiality of student and other professional information.
  - \*(43) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.
  - (44) Perform other duties as assigned.

### *\*Essential Performance Responsibilities*

## **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:**

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

## **EVALUATION:**

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

## **Job Description Addendum No. 03**

Adopted: 7/20/10