

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### HOME SCHOOL LIAISON

**SALARY SCHEDULE: INSTRUCTIONAL**

**COST CENTER: DISTRICT-WIDE**

**QUALIFICATIONS:**

- (1) Bachelor's and/or Master's Degree in Social Work from an accredited institution.
- (2) Certification in School Social Work.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of child growth and development. Knowledge of prescribed curriculum. Basic understanding and knowledge of current technology. Knowledge of learning styles. Ability to communicate effectively both orally and in writing. Ability to plan and implement activities for maximum effectiveness. Ability to work with students, parents, administrators and peers. Ability to organize and prioritize activities.

**REPORTS TO:**

School Principal

#### JOB GOAL

To provide for positive relationships between the school and parents so that students will move toward fulfillment of their potential for intellectual, emotional, physical and psychological growth and maturation.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Provide counseling to individual students at assigned schools having emotional, social, behavioral or attendance problems.
- \* (2) Provide counseling services to parents of students who are having problems.
- \* (3) Assist in the referral process of students or parents to appropriate agencies.
- \* (4) Develop social and Developmental History from the parent / guardian for assessment and placement of students.
- \* (5) Serve as a member of assessment and support teams with the school.
- \* (6) Provide consultation / collaborative services to teachers, principals, counselors and other school personnel.
- \* (7) Perform classroom observations during the assessment process.
- \* (8) Serve as liaison between school and home.
- \* (9) Make home visits during assessment and follow-up.
- \* (10) Prepare and maintain records as required.
- \* (11) Demonstrate organizational skills and use time effectively.
- \* (12) Help parents understand services from community agencies.
- \* (13) Demonstrate initiative in the performance of assigned responsibilities.
- \* (14) Model and maintain high ethical standards.
- \* (15) Follow attendance, punctuality and proper dress rules.
- \* (16) Maintain confidentiality regarding school matters.
- \* (17) Maintain positive relationships with staff.

**HOME SCHOOL LIAISON (Continued)**

- \*(18) When necessary will be able to transport family and or student.
- \*(19) Participate in workshops and training sessions as required.
- \*(20) Communicate effectively with staff, parents and students.
- \*(21) Keep supervisor informed of potential problems or unusual events.
- \*(22) Respond to inquiries and concerns in a timely manner.
- \*(23) Follow all School Board policies, rules and regulations.
- \*(24) Exhibit interpersonal skills to work as an effective team member.
- \*(25) Demonstrate support for the School District and its goals and priorities.
- (26) Perform other incidental tasks consistent with the goals and objectives of this position.

**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 District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 03**

\*Essential Performance Responsibilities