

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana
JOB DESCRIPTION

TITLE: Pre-K Resource Liaison (FLSA Status: Exempt)

- MINIMUM QUALIFICATIONS:**
1. U. S. Citizen or authorized alien
 2. Baccalaureate degree with a major or minor in Social Work, Sociology, Psychology, Child Welfare, Education, Medical, Science, or other fields closely related to providing social services to families of young children.
 3. Some experience dealing with young children and families is preferred.

- JOB REQUIREMENTS:**
1. Must have effective communication skills, both oral and written.
 2. Must have the ability to maintain effective working relationships with children, parents and staff.
 3. Must have own transportation, a valid driver's license, and insurance as required by Louisiana laws.

REPORTS TO: Early Childhood Supervisor

JOB GOAL: To provide for the health, mental health, education, transition, and family support needs of the children enrolled in Pre-K classes.

JOB SUMMARY: This job is designed to be a liaison between the home and school and to coordinate services needed for the pre-k child and his family.

ESSENTIAL JOB FUNCTIONS:

Work with nurses, counselors and teachers in the identification of children with health and other needs
Train and conduct dental, vision and hearing screenings for pre-k students
Keep records, dates and necessary documentation of vision, hearing, dental and other screenings
Conduct follow-up visits and document steps taken to address health care and family needs
Communicate tips for nutrition and health care to parents
Coordinate needs of families through participation in the Early Childhood Supports and Services Committee
Provide early intervention

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Perform any other tasks deemed necessary by supervisor
Is familiar with the list of available community resources and referral agencies that can assist in meeting the needs of children
Interact with children individually and in small groups to support progress on individual goals and child assessment process
Monitor and track developmental, speech, mental health screenings, and follow-up, and assures documentation is completed
Follow the Confidentiality Policies and Procedures
Attend all staff meetings and all training opportunities provided

PHYSICAL DEMANDS:

1. Possesses physical skills and stamina to perform job responsibilities.
2. Work requires occasional standing.
3. Must tolerate constant periods of sitting throughout the shift.
4. Must tolerate frequent periods of walking throughout the shift.
5. Must on occasions lift and carry boxes, books, manuals, catalogues files, records, etc.
6. Must be able to bend and stoop in performing job duties.
7. Must tolerate horizontal, overhead, and low level reaching with both hands in performing work such as retrieving manuals, picking up objects, filing, typing, shredding, and computer runs.
8. Must handle numerous duties with both hands and fingers:
 - A. Fine Motor Skills
 - 1) Typing
 - 2) Copying
 - 3) Adding machine
 - 4) Computer
 - 5) Filing
 - 6) Binding
 - 7) Writing out forms
 - B. Grasping
 - 1) Manuals
 - 2) Boxes
 - 3) Journals

TERMS OF EMPLOYMENT: Specified by contract

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____ **Date:** _____

Reviewed and Agreed to by: _____ **Date:** _____

(Incumbent)

Incumbent's Name (Please Print)

Employee Identification Number

Original – Human Resources

Copy – Supervisor

Copy – Employee

(May 2003)