

**POSITION DESCRIPTION**

**TITLE: HOME SCHOOL CONTACT**

**TYPE:** Classified

**REPORTS TO:** Building Administrator

**POSITION SUMMARY:**

Under the direction of the building administrator and/or the Director of Language Programs, the Home School Contact shall foster community and home-school relations as the medium through which a student's response to and benefit from the school and its programs can be strengthened and improved.

**MINIMUM QUALIFICATIONS:**

1. High School Diploma or equivalent by OAR 581-37-030.
2. 18 years of age or older.
3. Possess linguistic and cultural expertise of the group served.
4. Possesses and maintains a valid Oregon Driver's License.

**ESSENTIAL FUNCTIONS:**

1. Communicates effectively and appropriately in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. Understand and follow oral and written instructions.
4. Work a flex-time schedule.
5. Maintain confidentiality.
6. Knowledge of community resources available to families, students and schools.
7. Visits potential families to determine eligibility for program services and obtains parental approval for program participation.
8. Assists parents in communicating with the school when there is a possible language barrier including parent conferences, enrollment procedures, PAC meetings and other situations as directed by the building administrator.
9. Assists school personnel with home contacts when there is a possible language barrier. Interprets, translates home/school communications and conducts home language surveys.
10. Conducts home visits, parent questionnaires and surveys, and when requested by the administration, participates in SST (Support Services Team) meetings and parent conferences.
11. Assists in the preparation of pertinent data and reports regarding the target group of students and families served.
12. Assists in the absence of other designated personnel by attending to such emergencies as: taking students to the doctor, to the dentist, etc. after clearing permission with

- administration, parent/guardian, teacher or other authorized staff.
13. Assures that students in need have adequate clothing, through a cooperative effort of the school and community resources.
  14. Establishes lines of communication and, if possible, rapport with the people in the area who can provide information concerning the temporary or permanent residence of the target group families.
  15. Determines what agencies, service organizations, businesses, and industries in the community can provide supportive services that will assist the school in meeting the needs of the target group students. Develops open lines of communication within the triad of school, community and target group.
  16. Encourages parents/guardians to visit and to participate in school activities and committees.
  17. Works with the students and their parents/guardians to encourage regular attendance and appropriate behaviors.
  18. Keeps well-informed of all services available to the target group such as day care, preschool, post secondary education, health and welfare services, etc.
  19. Maintains a daily log and provides the Director of Instructional Services and building administrator with copies of the log and monthly report of activities.
  20. Participates in in-service programs as assigned by the Director of Instructional Services or building administrator.
  21. Develops a working knowledge of the interpretation and application of relevant school law.
  22. Uses referral system in providing supportive services to target group.
  23. Conducts student assessments in language proficiency.
  24. Maintains a high level of ethical behavior and confidentiality when dealing with student and staff information.
  25. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment.
  26. Demonstrates support for District Core Values, District Mission, District Strategic Plan.
  27. Collaborates and confers with students, parents, colleagues, and community members in a harmonious and respectful manner.
  28. Assists parents and community members as needed.
  29. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
  30. Complies with professional development activities as required by the District.
  31. Holds expectations for high performance of self and students.
  32. Demonstrates computer literacy and operates software programs as related to job responsibilities.
  33. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
  34. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
  35. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
  36. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

**OTHER REQUIRED:**

1. Criminal Justice Fingerprint Clearance
2. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
3. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
4. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approval mileage.
5. Possible exposure to bodily fluids due to student or employee illness or injury.
6. May be required to obtain a First Aid and/or CPR Card or be a Designated First Aid Provider.
7. May be required to translate and/or interpret.
8. Occasionally performs other duties as required by supervisor.

**PHYSICAL DEMANDS:**

Physical Work Requirements:  Yes  No  
If yes, see addendum to Home School Contact description.

**TERMS OF EMPLOYMENT:**

Days and hours to be arranged, with salary according to current schedule.

**EVALUATION:**

Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

**EMPLOYEE STATEMENT:**

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date