

JOB TITLE: SCHOOL FAMILY COORDINATOR

QUALIFICATIONS:

1. Bachelor's Degree in Social Work, Psychology, Sociology, and/or three years of related professional experience in employment areas working with children and families is preferred.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Administrators

JOB GOAL: To serve as a liaison and facilitator between the school, parent, governmental agencies, legal and community agencies to serve and meet the needs of students in the West Plains R-7 School District, grades K-8.

PERFORMANCE RESPONSIBILITIES:

1. Help parents develop a better understanding of specific needs of their children.
2. Acts as parent advocate in school related issues, including supporting parents in the community to obtain their basic needs.
3. Assists parents in linking with other agencies when students or families are in need of outside intervention by securing health services, clothing or other provisions that may improve student attendance and academic performance.
4. Coordinates efforts to provide or assist families in getting funds to cover the cost of glasses, dental, health care, extra-curricular expenses, or other necessary items when the family is unable to financially afford it.
5. Assists in developing programs to meet identified needs of students and families in cooperation with other community agencies and/or organizations.
6. Works with parents of students who are exhibiting extended times of separation anxiety or abnormal adjustment to school.
7. Represents the school with DFS social workers or caseworkers, juvenile authorities, or other legal authorities that are working with students as requested by the building administration.
8. Gathers information from teacher referrals on possible student physical, sexual, or emotional abuse and neglect and initiates appropriate responses to such findings.
9. Serve as an active member of school support teams.
10. Participates in community activities and joins committees that directly or indirectly affect the needs of district students and families as time permits.
11. Assists the administration and parents with issues pertaining to custody and how child custody issues affect the student's safety, education, emotional well-being, etc. while that student is under the care and responsibility of the school.
12. Works with building administration in providing resources and help to parents with children who have chronic discipline problems.
13. Works with School Resource Officer in addressing attendance problems by investigating reasons for students with excessive absenteeism and works with parents in improving attendance.

