

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

HOME VISITOR

QUALIFICATIONS

- (1) Valid Driver's License and vehicle.
- (2) High School Diploma or equivalent or high school senior.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to plan, develop, and implement family literacy activities. Ability to work with children, parents, teachers, and educational leaders. Ability to assess children and provide parent education. Ability to maintain up-to-date records on the families. Organized and flexible with the ability to function and perform the job with minimum supervision.

REPORTS TO:

Community Education Coordinator and Family Literacy Specialist.

JOB GOAL

To provide quality home-based family literacy activities and assessment.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Cooperate and communicate with the Family Literacy Specialist.
- (2) Assist in the planning of family literacy activities.
- (3) Communicate effectively with parents.
- (4) Conduct home visits of eligible parents with children, ages 4 to 8.
- (5) Assess eligible children and provide parent training in positive family literacy activities.
- (6) Serve as a resource person in providing materials and services to eligible parents and their children.
- (7) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as frequently and/or up to 10 pounds of force as constantly 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 the job will be evaluated in accordance with provision of the Board's policy in evaluation of personnel.

*Essential Performance Responsibilities

40.01

HOME VISITOR (continued)