

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

PARAPROFESSIONALS
4162 Home School Community
Liaison

Page 1 of 6

REVISED

JOB TITLE: HOME SCHOOL COMMUNITY LIAISON

REPORTS TO: The Principal or designee

NATURE AND SCOPE OF JOB:

Develops positive working relationships among parents, school staff, and community agencies to enhance student achievement, promote student attendance, and increase student responsibility.

QUALIFICATIONS:

The Home School Community Liaison shall:

1. Have earned at least a high school diploma **or** its equivalent.
2. Be able to communicate well with parents, community members and school personnel.
3. Have extensive knowledge and involvement with the school area community and with adults in general and parents in particular.
4. Demonstrate the ability to work well with community at large, including parents and students.
5. Use computers and/or electronic equipment to fulfill job functions.
6. Hold and maintain a valid driver's license with no violations.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

**PARAPROFESSIONALS
4162 Home School Community
Liaison**

Page 2 of 6

12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A-4.
13. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A-4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Home School Community Liaison shall be employed under the following terms:

1. Work year of ten months.
2. Salary, benefits, leave time, and conditions as per negotiated contract.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Home School Community Liaison shall:

1. Plan and organize parental involvement activities developed by the school and Family Support Team.
2. Coordinate the recruitment of Parent Organizations' members and coordinate Parent Organization Elections.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

**PARAPROFESSIONALS
4162 Home School Community
Liaison**

Page 3 of 6

3. Coordinate the dissemination of Information & Communications to Parent Organizations (PTOs, HSC, Etc.) about local, district and community-wide parenting events.
4. Provide support to Parent Organizations in conducting orderly and efficient organization meetings, parent meeting reminders and fundraising events.
5. Coordinate the involvement of Parent Organization Leadership in district leadership development programs.
6. Evaluate the progress of parents' participation in training, decision making, and student activities and make recommendations to administration on improvement strategies as necessary.
7. Coordinate and/or conduct monthly workshops at local school in subjects that fit the needs and interests of the school's parent community.
8. Ensure that parents are well informed about parenting workshops and parent training opportunities.
9. Ensure that announcements to parents are translated into appropriate languages and that language translation is provided for parent meetings and parent trainings as needed.
10. Maintain available and accessible support for parents to discuss various student achievement issues, to identify non-educational resources and for other parenting related issues.
11. Maintain proper documentation and follow-up on parent related issues.
12. Assist in providing accommodations for those parents unable to visit schools for the purpose of monitoring student progress.
13. Maintain reasonable contact with parents for purposes of parent feedback, parent suggestions and to build a home to school relationship with parents.
14. Assist parents in advocating for their child in areas of basic disciplinary actions, I&RS, child study team meetings, and other settings where parents may need support.
15. Dissemination of NCLB information and other Federal, and State mandated information.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

**PARAPROFESSIONALS
4162 Home School Community
Liaison**

Page 4 of 6

16. Fully implement Family and Community Engagement department strategies.
17. Monitor emails and other communications daily.
18. Assist parents and staff members in resolving concerns expressed at parent, teacher, and administrative conferences.
19. Maintain communication with the administration and instructional staff of the schools to identify the need for communication with parents.
20. Participate in the development of cluster and/or neighbor based parent trainings.
21. Develop a school-based relationship with various community partners within the service area of assigned school (i.e.; places of worship, stores, community centers, etc.).
22. Attend required school-level and Family & Community Engagement meetings. Participate in appropriate in-service and workshop programs and attend any other required meetings.
23. Involve building principal and other appropriate school-based staff members in parent involvement strategy development and implementation.
24. Work closely with building principals in the monitoring of students' academic and extracurricular activity participation.
25. Assist parents in consulting with Building Principals, Guidance Counselors, and Child Study Team members.
26. Serve as a role model for students in demonstrating positive attitudes, appropriate attire and grooming, and effective work ethic.
27. Display ethical behavior in working with students, parents, school personnel, and outside agencies associated with the school.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

PARAPROFESSIONALS
4162 Home School Community
Liaison

Page 5 of 6

28. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
29. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and school regulations and procedures.
30. Perform any other duties and responsibilities that are within the scope of employment, as assigned by their supervisor and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

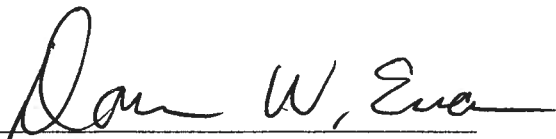
PARAPROFESSIONALS
4162 Home School Community
Liaison

Page 6 of 6


1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Principal or designee shall evaluate the Home School Community Liaison in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.



Approved



Date