HOME AND SCHOOL VISITOR
JOB DESCRIPTION

JOB INFORMATION

TITLE: Home and School Visitor

EMPLOYEE GROUP: Professional
SHIFT: Per Contract
TERM OF EMPLOYMENT: Per Contract
HOLIDAYS: As Per School Calendar
LOCATION(S): As Assigned
RATE OF COMPENSATION: Per Contract
FSLA: Exempt X Non-Exempt ____
Last Edited On: 11/30/2017

ADDITIONAL JOB CODES: 301

Board Approval Date: 01/15/2018

ORGANIZATION

DEPARTMENT: Professional

REPORTS TO: Director of Pupil Personnel

JOB SUMMARY & QUALIFICATIONS

QUALIFICATIONS

Possess an Educational Specialist I certificate as a Home and School Visitor as validated by the Pennsylvania Department of Education.

SCOPE OF RESPONSIBILITIES

a. Home and School Liaison
b. Community Agency Liaison
c. Attendance
d. Free and Reduced Price Lunches
e. Foster Care Liaison
f. Homeless Liaison

ESSENTIAL FUNCTIONS

STUDENT SERVICE RESPONSIBILITIES

a. Investigate student problems including suspected parental neglect and abuse; health care; social adjustment; school adjustment; emotional problems; scholastic achievement problems; clothing needs; and other benevolent areas.
b. Make referrals to and work with others to coordinate some of the programs with established outside agencies, including, but not limited to, Head Start, CAIU Special Services, Cumberland County Children & Youth Services, Cumberland County Probation Office, Department of Public Assistance, and Legal Services.

c. In coordination with principals/assistant principals, process attendance concerns to include the investigation of students having excessive absences investigate students.
d. Investigate students who fail to enroll in schools; issue parental notices, citations and children and youth referral for truant and habitually truant students as per Act 138 of 2016 or current law.
e. Monitor student employment activities, investigate withdrawals, exemption, and exclusion/excusal requests for students under the age of seventeen.
f. Attend meetings of the high school and middle school Student Assistance and when needed, attend student team meetings, as well as CASSP meetings, Drug and Alcohol Coalition meetings, and medical and mental health facilities meetings.
g. Transport sick students, injured students, students with discipline concerns to home, medical doctor, or hospital at the request of the building principal and parent.
h. Coordinate the Free & Reduced Lunch Program, receive and evaluate all school lunch applications, and notify parents and appropriate school personnel of action taken on applications. Beginning August 1st, notify direct certification families of qualifications. Keep current monthly lists for buildings. Complete verification materials for PDE between October 31st and December 31st of each year, a requirement to maintain funding.
i. Conduct home visits to advise families of school concerns and to elicit the help and support of parents in improving the educational progress of the student. Visits may be conducted during or after school hours. Telephone contacts will also be made when advisable. On many occasions, the Home and School Visitor will be accompanied by other school district personnel for home visits.
j. Attend court hearings to prosecute school violations at the District Justice level. Attend court hearings in Commonwealth Court as directed.
k. Service as the District's designated Homeless and Foster Liaison with state agencies. Participate in local and regional meetings, assist the Director of Pupil Personnel in ensuring compliance with appropriate state level policies and procedures.

CLERICAL RESPONSIBILITIES

a. Maintain appropriate records including required case studies, withdrawals, correspondence, attendance, medical letters, first and second notices.
b. Provide information for the school administration including records of first and second notices; action resulting from referrals; home visit reports, parent contacts, and school lunch applications.
c. Oversee all clerical jobs, such as typing citations, preparing reports to schools and letters to parents regarding the free and reduced lunch programs.
d. Prepare records for both state audits and school audits. Be available for the auditors.

PUBLIC RELATIONS RESPONSIBILITIES

a. Attend, when possible, other meetings that focus on social work/education concerns.
b. Attend Truancy Task Force and Cumberland County Children's Roundtable Meetings.
c. Attend regional meetings related to homeless and foster care.

MISCELLANEOUS RESPONSIBILITIES

a. Interpret to parents the school's policies, programs, and goals in order to secure a more effective home / school relationship.
b. Coordinate activities with other school departments to include the Thanksgiving Food Drives, Christmas Star Tree, Easter family baskets, and food drive.
c. Coordinate outreach activities with various agencies and churches.
d. Attend conferences, workshops, and in-service training related to school social work and community services.

e. Visit homes to establish residency, secure parent signatures on forms under chapter 14 (Special Ed), chapter 15 (Protected Handicapped) and Chapter 16 (Gifted) when parents are not able to come to the school for required signatures.
f. Provide practical experience for social work students either as semester—long internship or once a week "shadowing."
g. Perform other duties as directed by the Director of Pupil Personnel and/or Administration.

WORK ENVIRONMENT

a. Schools, classrooms areas, offices, meeting areas and outdoor settings

ATTENDANCE

a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

a. Frequent travel to school district buildings.
b. Frequent walking throughout various areas.
c. Often sitting at a desk for extended periods.
d. Standing for extended periods of time.
e. Moderate moving from 15 to 50 pounds.
f. Some carrying – up to 50 pounds.
g. Manual dexterity to use office equipment.
h. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

a. Visual acuity to read correspondence and a computer screen.
b. Auditory acuity to be able to use telephones.
c. Ability to speak clearly and distinctly.

TEMPERAMENT

a. Must be courteous and able to effectively manage students.
b. Must be able to interact well with various publics and individuals.
c. Must be able to work as a member of a team.
d. Must be cooperative, congenial and service-oriented, and promote these qualities in the classroom.
e. Must be able to appropriately handle confidential information.

COGNITIVE ABILITY

a. Ability to follow written and verbal directions and give direction to others.
b. Ability to create and delegate assignments.
c. Ability to complete assigned tasks with minimal supervision.
d. Ability to read, write and do complex computations.
e. Ability to use correct grammar sentence structure and spelling.
f. Ability to compose clear, concise sentences and paragraphs.
g. Ability to organize office setting to efficiently accomplish tasks.
h. Ability to work independently and make work-related decisions.
i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
j. Ability to communicate effectively at all organizational levels.

SPECIFIC SKILLS

a. Ability to operate office equipment.
b. Must appropriately handle confidential information.
c. Ability to manage a classroom with varied changing, service demand.

LICENSE

a. Valid Driver's License

COMMENTS

a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
c. The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.