

## **HOME-SCHOOL COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent is responsible for communicating the directives of the school principal to students and parents regarding school conduct and discipline. The incumbent acts as liaison to maintain ongoing communication in regard to directives and assignments issued by the school principal for the purpose of enforcing school rules. The incumbent is involved in the daily monitoring of students in a non-instructional capacity such as informal meetings, home visits, parent contact, etc. Work is performed under the general direction of a school administration official. Supervision over other staff is not a responsibility of this position.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Meets with students and discusses disciplinary problems such as unsatisfactory conduct, problems in class, attendance and attitude, in order to refer the case to the appropriate administrative staff;
- Contacts parents to discuss the problems their children are experiencing;
- Conducts home visits and acts as liaison between home and school;
- Facilitates and participates in conflict resolution meetings with students;
- Prepares records and reports related to the students' actions;
- Assists school administrators improve parental involvement;
- May attend school events and/or programs;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of disciplinary methods and techniques used in a school setting;
- Good knowledge of interviewing techniques;
- Good knowledge of personal computers and office equipment;
- Ability to communicate school rules with parents, students and staff;
- Ability to prepare reports;
- Impartiality;
- Tact and courtesy;
- Good judgment;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in social science, human services or a related field and three (3) years of fulltime paid experience in dealing with youth which includes, but is not limited to, youth counselor, team coach, school monitor, teacher aide and other responsible positions in after-school programs, camps and agencies that provide direct services to youths; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of paid fulltime experience in dealing with youth which includes, but is not limited to, youth counselor, team coach, school monitor, teacher aide and other responsible positions in after-school programs, camps and agencies that provide direct services to youths; **OR**
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.