



Position Description

HOME AND SCHOOL VISITOR

Salary Level: Teacher Contract

Revised Date: September 23, 2010

Contract/Benefits: Teacher Contract

Prepared by: Susan Lozada

Department or Area: Community & Student Services

Approved By: Gerald L. Zahorchak, D.Ed., Superintendent

Reports To: Building Principal and Executive Director of Community & Student Services

Qualifications:

1. Valid and current Pennsylvania Home & School Visitor/Social Worker certification
2. Valid and current Pennsylvania vehicle operator's license.
3. Knowledge of child growth and development, and family dynamics.
4. Knowledge of the Allentown City community and local resources.
5. Demonstrated cultural competence.
6. Ability to work effectively with staff, students, parents and the general public.
7. Demonstrated record-keeping and reporting ability.
8. Spanish and/or other language fluency preferred.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must possess good interpersonal, human relations and organizational skills. Good oral, written and computer and communication skills are also required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary:

To promote student achievement through consistent attendance at school, and by encouraging parental involvement in education; to enforce compliance with Compulsory School Attendance Law.

Essential Duties and Responsibilities

1. Inform parents/guardians of attendance regulations and clarify attendance policy and procedure for school staff.
2. Encourage and facilitate parent attendance at conferences with school personnel.
3. Encourage parental involvement in education and support of school programs and activities.
4. Provide resource and referral services based on expressed and assessed needs of families.
5. Report community and neighborhood conditions to school building administrator administration and to the Executive Director of Community and Student Services.
6. Maintain accurate records.
7. Consult with principals or other professional school personnel upon request.
8. Act as liaison between school and home/students/parents and the community at large.
9. Assist schools and parents/guardians in the completion of enrollment, transfer, and other forms.
10. Assist in the identification of attendance issues, monitor attendance, and file First Notices and truancy citations in a timely manner.

11. Represent the Allentown School District at court hearings for violations of Compulsory School Attendance Law.
12. Other duties, as assigned.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Addresses difficult or emotional parent/community situations judiciously; Responds to parent/community requests for service and assistance; Meets commitments made to parents and the community; Maintains confidentiality; Listens carefully; Shows reasonable control of personal emotions; Exhibits objectivity and openness to the views of others; Speaks clearly and persuasively in positive or negative situations; Responds appropriately to questions; Demonstrates group presentation skills; Writes clearly and effectively; Gives and welcomes feedback; Contributes to building positive morale.

Organizational Skills

Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Utilizes district/school resources with fiscal prudence; Develops strategies to achieve district/school goals; Understands district's/schools' strengths & weaknesses; Aligns work with strategic goals.

Personal Competencies

Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Sets and achieves challenging personal goals; Demonstrates persistence and overcomes obstacles; Prioritizes and plans work activities; Uses time efficiently; Treats others with respect regardless of their status or position; Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Follows instructions, responds to supervisory direction; Takes responsibility for own actions; Completes tasks on time or notifies appropriate person with an alternate plan; Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Physical Demands:

This position involves a combination of standing and sitting at various times of the day. The position may require escorting children throughout the building. Employee will be required to operate a computer, and have the ability to complete necessary paperwork. This position requires minimum physical effort and is not subject to Occupational Health and Safety risks.

Evaluation:

The person filling this position will be evaluated according to the evaluation procedure adopted by the Allentown School District.

Reviewed and read by: _____ Date: _____
Individual serving in this position