

Kalamazoo Public Schools

Every child. Every opportunity. Every time.

June 11, 2021

**Home-School Support Specialist
Washington Writers' Academy
\$24,264 - \$31,359
10-month, Full-Time**

The position will start in August 2021.

Scope of Responsibilities

The Home-School Support Specialist facilitates the collaboration and communication between the home and the school and assists in removing barriers to improve achievement for identified students.

Performance Responsibilities

1. Facilitate the participation of parents in decisions that impact their children's academic performance.
2. Assist in the development, implementation, monitoring, and evaluation of home support plans.
3. Participate as a building team member to maximize services for identified students.
4. Identify resources for the provision of staff and parent training opportunities.
5. Utilize existing district and community family support programs to coordinate service delivery to identified students and their families
6. Maintain records of parent participation, school-to-home, and home-to-school contacts.
7. Complete and submit Time and Effort Reports (i.e., Certification Forms or Biweekly Time Sheets and Personnel Activity Reports) as required for any personnel fully funded with federal funds.
8. Performs other related duties as assigned.

Minimum Qualifications

1. Completion of course work and experience in education, criminal justice, social work, and/or human services.
2. Demonstrated ability to successfully interact with students, staff, and families in diverse/multi-cultural settings.
3. Demonstrated ability to maintain and support relationships with identified students and families. Monitor and evaluate student/family plans.
4. Demonstrated ability to identify common student/family problems and recommend appropriate intervention.
5. Ability to advise/advocate for students and families.
6. Knowledge of community agencies and human services resources.
7. Ability to work with groups.
8. Reliable transportation.
9. Evidence of desirable work record (i.e., low absenteeism, good job performance, flexibility).

Please apply online at www.kalamazoopublicschools.com
no later than **Friday, June 18, 2021**.

Kalamazoo Public Schools is an Equal Opportunity Employer.