

Eagle Butte Public School District 20-1

JOB DESCRIPTION

JOB TITLE:

Home-to-School Liaison

REQUIREMENTS:

- A. Education Level: Minimum A.A.S. and equivalent experience
- B. Experience Desired: At least two years of work experience in a related position requiring interpersonal interaction skills, and be open to receive training as required by the position. Skills in human relations, leadership, conflict management, and the coordination of community partners for family supports and planning.
- C. Physical Requirements: Hand-eye, mind-eye coordination. Constant hearing; intermittent speaking, standing, walking and writing. Frequent carrying, keyboarding, and other repetitive motions.
- D. Other Requirements: Excellent oral and written communication skills. Computer proficiency in spreadsheets, databases, and word processing. Demonstrated ability to work well with others. Demonstrated organizational and task completion skills.

REPORTS TO: Building Principals

RECEIVES GUIDANCE FROM: District Superintendent, Business Manager, Building Principals, Social Worker and/or School Counselor

ESSENTIAL FUNCTIONS:

- Must have an ability to acquire a comprehensive working knowledge of school district policies, as well as local, state, and federal rules and regulations that pertain education and attendance requirements. Must be able to communicate effectively with students and their parents. Must have a valid South Dakota driver's license.

EVALUATED DUTIES:

1. Job Knowledge & Performance

- Demonstrates working knowledge in area of responsibility
- Demonstrates an understanding and knowledge of resources, equipment, materials, and methods
- Complies with established work rules, district policies, and regulations
- Completes work assignments in a timely fashion
- Displays awareness of safety and security factors
- Exhibits the ability to be self-sufficient
- Complies with directives given by supervision
- Meets work standards

2. Professional Responsibilities

- Shows initiative in addressing needs.
- Managing routines and procedures
- Problem solving skills
- Communication and interactive skills
- Time management

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Eagle Butte Public School District 20-1 is an Equal Opportunity Employer

- Organizing physical space
- Professionalism
- Attendance and tardiness

3. Participate in Professional Growth Opportunities and Demonstrate Professionalism

- Participate in ongoing professional growth
- Participate in school/professional and/or community organizations or events
- Complete routine assigned tasks and comply with District requirements
- Promote the education profession
- Communicate effectively and professionally with colleagues, parents and students

4. Follow District and building policies and procedures

5. Support of District goals

6. ***Maintains confidentiality at all times.***

7. Perform other duties as assigned

JOB SPECIFIC PROFESSIONAL RESPONSIBILITIES:

1. Serves as a contact person for the District and local agency personnel relative to student referrals for attendance, school enrollment, health issues, tardiness, and cultural programs.
2. Completes all referral reports and provides referral feedback to District staff.
3. Provides transportation on an emergency basis to students and parents for school attendance, meeting purposes, and for other needs supplementary to increasing student attendance, health, and welfare.
4. Attends staff meetings, school attendance meetings, and other meetings as assigned by the Supervisor.
5. Completes all mileage, forms, and written reports associated with the position of Home-to-School Liaison.
6. Performs other duties that may be assigned by the administration.