TITLE: **HOME/SCHOOL LIAISON**

QUALIFICATIONS:

1. High school diploma or equivalent
2. Knowledge of community agencies and their functions
3. A valid Florida driver's license

DESIRABLE FACTORS:

1. Bilingual
2. Ability to deal with people of various cultures and achievement levels

REPORTS TO: Supervisor as assigned

PERFORMANCE RESPONSIBILITIES:

1. Assist families from diverse economic and cultural environments, and represent the child's home situation to school personnel accurately and perceptively.
2. Make proper referrals for obtaining assistance from state and local agencies.
3. Function as the liaison between school, home, and community.
4. Maintain required records.
5. Make regularly scheduled visitations to assigned schools.
6. Attend scheduled parent meetings or conferences.
7. Provide transportation for parents or children unable to provide their own to school, medical, or social agency offices.
8. Participate in parent and staff development activities.
9. Work a flexible schedule.
10. Performs other duties as assigned.

LENGTH OF CONTRACT: 190 Days **BOARD APPROVED:** 08/07/90

SALARY LEVEL: White Collar, Level II **JOB CODE:** 61023