

SCHOOL TO HOME COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: A School to Home Coordinator provides professional services for students and families to assist them with their economic, emotional, behavioral, social, and environmental difficulties. An employee in this class is expected to exercise initiative and independent judgment providing counseling services and exploring resources for dealing with students and families. Supervision and guidance is provided by the Building Principal and/or School Superintendent. Supervision may be exercised over School Nurses, Teacher Aides, and Clerical staff. Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Provides counseling to motivate students and/or families to increase their own capacity and confidence in their ability to handle issues and problems;
- Formulates and carries out plans to meet the needs of students and families;
- Acts as a liaison between students and community based services;
- Participates and assists in parent education and involvement programs, including those connected with regular education, special education, and pre-school education;
- Identifies the need for services, through in-depth discussions with students, parents, and educators;
- Assists families in removing obstacles that might prevent participation in school programs;
- Sets up and attends meeting with parents, students, and school staff to resolve issues at school;
- Maintains liaison with various local, county, state, and private agencies to which students and/or families can be referred for services;
- Periodically reviews cases, to determine changes in student's or family's situations affecting the need for services;
- Prepares and maintains case notes and records on students' situations and steps taken to resolve situations;
- May make oral and/or written presentations regarding students' progress;
- Coordinates programs with at-risk youth students, working cooperatively with various government agencies;
- May conduct home visitations as necessary to assess the environmental needs of the student and/or family.

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

Thorough knowledge of modern principals and practices of counseling youth; good knowledge of local community agencies and their services, resources, and programs available to youth and/or their families; ability to establish and maintain effective inter-personal relationships; ability to identify social, psychological, and environmental factors affecting students and families in an adverse manner; good powers of observation and analysis; ability to communicate effectively both orally and in writing; physical condition commensurate with the requirements of the job.

MINIMUM QUALIFICATIONS:

Either (A) Graduation from a regionally accredited or New York State registered college or university with a Masters Degree in social work, human services, psychology, sociology, or a closely related field and two years experience in social work, casework, counseling, community services, or a human services field involving direct client contact;

OR (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in social work, human services, psychology, sociology, or a closely related field and four years experience in social work, casework, counseling, community services, or a human services field involving direct client contact.

Competitive Class

Adopted 06/19/2013 Personnel Officer