

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Migrant Record Keeper / Home School Coordinator

EXEMPT: No
SALARY LEVEL: Per Classified Policy – Special Grant Aide
LOCATION: Plymouth Community Schools
REPORTS TO: Elementary Principal
LENGTH OF WORK: Nine (9) months / year

JOB GOALS: The social worker will provide services to students individually and in groups, and to parents to help students become more successful in school.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Provides services for students individually, in small groups, and in the classrooms.
2. Diagnoses problems and assist families in finding solutions for needs affecting the children's education.
3. Assists students and parents in assuming responsibilities for problem solving.
4. Assist in reporting student progress to parents/guardians.
5. Responds to concerns of parents/guardians in an appropriate manner.
6. Serves as liaison between the home, school and community by making home visits, and keeping irregular hours when necessary.
7. Conferences with staff, students and parents as deemed appropriate.
8. Assist student, parents, and school staff in the translation of documents and oral communication.
9. Assist students, parents, and school staff during registration of students.
10. Files reports as required by School Corporation, State of Indiana, and the federal government. Keeps appropriate records.
11. Maintains confidentiality concerning information about students and their families.
12. Practices effective human relations with constituents.
13. Monitor and assist in attendance concerns.
14. Assists in developing programs for parent education.
15. Must maintain a positive relationship with other staff, parents and students.
16. Adheres to rules, regulations, and procedures of the School Corporation.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or equivalent.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state driver's license - operator permit

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of teachers, parents, students, and the general public.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Must be capable of using good judgment in crucial situations as it effects the school, community, and the students. Must be responsible and willing to initiate action necessary to complete tasks as required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear; and smell. The employee frequently is required to stand and walk.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is mainly indoors other than routine errands.

The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

Nine months per year. Salary and benefits as per Classified Policy.

EVALUATION:

An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.

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