

ALBANY LEADERSHIP CHARTER HIGH SCHOOL FOR GIRLS

ADMINISTRATIVE/PROFESSIONAL JOB DESCRIPTION

Job Title: Home School Coordinator - Grade 9,
Home School Coordinator - Grade 10,
Home School Coordinator - Grade 11
Home School Coordinator – Grade 12

Prepared Date:

Revised Date:

Work Year: 10-month employee

Department:

Reports To: School & Community Safety Coordinator

Salary Range:

SUMMARY:

To enhance each student's educational experience by participating in classroom instruction, occasionally leading instruction as a substitute teacher, enforcing school and class rules to help teach students proper behavior, carrying out necessary communications between home and school, and carrying out other activities that promote positive home-school relations (including, but not limited to conducting home visits), so the student can benefit fully from his/her school experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position.

INSTRUCTION AND TEACHING

- Discuss assigned duties with classroom teachers in order to coordinate instructional efforts.
- Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
- Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
- Tutor and assist children individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teachers.
- Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students.
- Distribute tests and homework assignments, and collect them when they are completed.

- Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
- Carry out therapeutic regimens such as behavior modification and personal development programs, under the supervision of special education instructors, psychologists, or speech-language pathologists.
- Attend staff meetings, and serve on committees as required.
- Other duties as assigned by district and building administrators including but not limited to occasionally substituting for an absent teacher

HOME-SCHOOL RELATIONS

- Work closely with the Grade Level Chair to monitor at-risk students
- Observe students' performance, and record relevant data to assess progress.
- Enforce administration policies and rules governing students.
- Participate in teacher-parent conferences regarding students' progress or problems.
- Make home visits for the purpose of gathering helpful information on students' backgrounds, addressing student attendance problems or for other purposes as needed Arrange parent visitations to school and parent conferences on or off campus as requested
- Transport students to clinic or home upon request of building Principals or supervisor
- Provide families with information on co-curricular opportunities for students and assist families in registering students for these opportunities.
- Assist families to better understand the school and its programs.
- Serve as a liaison between home and school when considerable support is necessary, as in welfare cases, foster home children, and disadvantaged students.
- Develop awareness of school policies, procedures and resources. Accesses proper personal to answer parents' and guardians' questions and resolve conflicts as needed.
- Respond appropriately and cooperate with parent/guardians, students, and staff to resolve matters in the best interest of students.
- Collaborates with a team of colleagues including administrators, teachers, counselors, the School and Community Safety Coordinator and others as needed to support students and families.
- Develops relationships with offsite community resources to support students and families
- Assist with developing attendance plans for students as needed.
- Deliver proper notification letters and information to parent/guardians regarding student attendance as needed.
- Involve community organizations and businesses in developing and implementing incentive programs for attendance, academic achievement and behavioral improvement.
- Process written communication appropriately and professionally.
- Speak clearly and give explicit information.

- Use discretion in handling confidential information.
- Respond positively to students.
- Demonstrate sensitivity in relating to others and show awareness of the needs of English Language Learners and students with special needs.
- Other duties as assigned by district and building administrators, including but not limited to occasionally substituting as hall monitor

To perform this job successfully, the Home School Coordinator must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and dispositions required. Reasonable accommodations may be made to enable individuals with less than required attributes or with disabilities to perform the essential functions to expectations.

EDUCATION AND TRAINING:

bachelor's or master's degree preferred; associates degree required

EXPERIENCE:

Demonstrates proper attitude and experience working with high school girls, preferably within an urban setting. Exhibits quality relationships with staff, students, parents and broader community. Has commitment to accountability metrics and is familiar with data management designed to provide data-based decision making to improve student behavior and achievement.

SKILLS, KNOWLEDGE, DISPOSITIONS:

Understanding of school student-achievement data and New York Charter School Standards; thorough understanding of best practices for secondary schools; operating knowledge of and experience with personal computers, word processing and database software. English language skills required. Oral and written fluency in second language may be preferred or required based on student and parent primary language needs.

CERTIFICATES, LICENSES, & REGISTRATIONS:

Language Skills: Excellent oral and written communication skills.

Mathematical Skills: Basic math skills required.

Reasoning Ability: Ability to problem solve in a fast-paced environment.

Other Skills and Abilities: Positive interpersonal skills and proven ability to work well with people.

Must have valid driver's license and reliable transportation

SUPERVISION RESPONSIBILITY:

Carries out supervisory responsibilities in accordance with the school's policies and applicable laws. Responsibilities include motivating and guiding employees; motivating and guiding students; addressing complaints and resolving problems.

PHYSICAL DEMANDS:

While performing the duties of this job, the Home School Coordinator is regularly required to stand, walk, talk, hear and see. The Home School Coordinator must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. Dealing with other adults and students sometimes is in quiet areas and sometimes noisy ones.

MENTAL FUNCTIONS:

While performing the duties of this job, the Home School Coordinator is regularly required to use interpersonal skills; frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate and negotiate.