

JOB DESCRIPTION

TITLE: HOME SCHOOL COORDINATOR

QUALIFICATIONS:

1. Associate Degree or two years of college
2. Understanding of LCO Ojibwe Native American culture and active participation in Native American community.
3. Ability to work cooperatively with building administration, parents, and school personnel. Knowledgeable about AODA at-risk issues.
4. Current Wisconsin driver's license and automobile insurance
5. DPI Home-School Coordinator License.

REPORTS TO: Building Administrator

TERMS OF EMPLOYMENT: As per District Handbook

PERFORMANCE RESPONSIBILITIES:

1. Meet with the building administrator regularly concerning Native American students, report problems and concerns, handle assigned duties and responsibilities as directed by the building administrator.
2. Keep an accurate record of student and parent contacts showing date, location of meeting, reason for meeting, topics covered and how the issue(s) were resolved. Make home visits as needed. Turn in log monthly to the building administrator.
3. Be available to school staff members as a resource for Native American students. Provide necessary support groups for students concerning issues related to Native American situations. Work with the district on health, hygiene, and safety concerns of Native American students.
4. Work with Native American students and school personal in promoting better communication and understanding amongst school personnel, Native American students and parents.
5. Work in collaboration with the school and outside agencies such as, Sawyer County Department of Human Services and Lac Courte Oreilles Indian Child Welfare in assisting Native American students.
6. Develop yearly goals with the building administrator as related to the job responsibilities of the home school coordinator.
7. Serve as a liaison with students and parents providing support to parents with community resources. Assist in informing parents of the students' performance,

- behavior and attendance at school. Assist the district in ensuring daily attendance by the students.
8. Monitor academic and extra-curricular activities of at-risk Native American students. Serve as a resource to students for post-secondary opportunities and resources. Advocate the need of education and good school attendance.
 9. Respond to referrals on students from the building administrator, school personnel, and parents. Provide the required follow-up information to the appropriate personnel.
 10. Submit all requested and necessary reports. Provide assistance in procuring 506 forms, completing Title VII grant evaluations, needs assessment evaluations, and other related activities.
 11. Attend Title VII Parent Advisory Committee meetings, parent teacher conferences, in services and workshops. Attend other meetings as requested by the building administrator.
 12. Assist in planning, organizing, and implementing Native American activities.
 13. Work with Johnson O'Malley tutors, school and community programs, and other personnel providing specialized services to Native American students.
 14. Conform to the ethics of the classified employee and/or National Education Association. Adhere to and follow the established practices of the district.
 15. Perform such other tasks and responsibilities as may be assigned by the building administrator.

Approved: 4/19/04