



JOB DESCRIPTION
Family Specialist - Home Literacy Center

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The Family Specialist under the direct supervision of the Program Coordinator, plans and implements home-teaching sessions.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Two year college degree preferred
- Reliable vehicle and drivers license
- Experience with children, adults and families

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Ability to communicate effectively with people and serve as a literacy role model for families
- Ability to travel to required (workshops, seminars, etc.)
- Familiarity with social service agencies
- Bilingual preferred
- Must be eligible for state certification (required if hired)

DUTIES AND RESPONSIBILITIES:

1. Establishes trusting and confidential relationships with families.
2. Orientates/Interviews prospective participants.
3. Provides parents with community referral information in collaboration with campus social worker.
4. Plans with the Family Literacy Facilitator to ensure continuity and reinforcement of home visiting literacy activities.
5. Assists in recruitment and registration of eligible families.
6. Asses the social needs of families and provide referrals to community agencies as needed.
7. Provides participants with at least one home visit per month where the home visitor provides literacy activities to build on what is being taught at school.
8. Assists with planning special events and educational expenditures for participating families.
9. Works with children in early childhood classroom to gain understanding of where they are and what type of literacy activities will best suit them in their home.
10. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate effectively (verbally and written), concentrate, understand verbal instructions, read, coordinate, compile, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to pull, push, reach, perform repetitive hand motions, hear, speak, and possess visual acuity.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Paraprofessional Pay Grade: 4

Days: 192

Wage/Hour Status: Nonexempt

Updated: December 3, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.