

Browning Public Schools
JOB DESCRIPTION
Effective: **January 15, 2025**



BMS Full-Time Home School
Coordinator (12-month position)

Summary of Functions

Serves as a liaison between parents of students and the district. Establishes positive lines of communication and encourages active participation, by the parents and community members, in the academic and social lives of students.

Essential Duties and Responsibilities

- 1) Assessment – Consults and cooperates with school psychologists, guidance counselors, nurses, principals and teachers in assessing the mental and emotional health of the individual student having school difficulty and in evolving appropriate remedial plans.
- 2) Attendance – Secures an absentee list from the school and contacts parents to determine reason for absence. Notifies each principal of contact and follows up with appropriate action as determined by the principal or designee. Analyzes prior year attendance records to identify chronic attendance problems and coordinates resolution.
- 3) Confidentiality – Maintains safeguards over confidential, protected, privileged, or sensitive information, verbal and written, including student information and records, to prevent unauthorized disclosures.
- 4) Coordination – Works closely with health, welfare and other relevant community agencies to coordinate all services.
- 5) Emergencies – Provides First Aid and CPR assistance to those in need, responds to emergencies that may arise at school facilities as needed and provides assistance to school services.
- 6) Home Visits – Schedules and conducts regular home visits. Processes information gathered from home visit to determine how best to meet the needs of students and parents relative to improving attendance and making the school experience more meaningful.
- 7) Parent Involvement – Serves as liaison between the family and school. Encourages parents to volunteer and visit the schools. Participates in parent involvement activities.
- 8) Public Relations – Presents a positive image of the school to parents and conveys to them the school's genuine concern with the education, growth and development of each child.

- 9) Records – Maintains a record keeping system of referrals, visitations and evaluation for home visits as required by law, policy and administrative regulation.
- 10) Safety – Observes and complies with safety rules and regulations. Assesses risks of injury and takes appropriate steps to mitigate or eliminate such risks (*Note: The use or carrying of weapons of any kind are not allowed*).
- 11) Student Transporting – Transports students to hospital when referred by nurse and/or principal and to home for disciplinary reasons.
- 12) Training– Participates in in-service training programs, as assigned. Must complete First Aid/CPR training at first date offered by district following hiring. Assists with training staff in working with parents.
- 13) Uniform – May be issued certain clothing, insignia and equipage provided by BPS to wear during duty hours and keeps such items clean and in good condition at employee's own expense.
- 14) Vehicle - Operates district vehicles in a safe manner and observes driving rules and regulations at all times. Ensures that assigned vehicle is ready for use by checking and replenishing fluid levels, performing minor repairs and notifying the supervisor as to major repairs and other work to be performed to keep such items in a safe and operational condition. Keeps assigned vehicle clean with spare parts and supplies organized and secured. Except when assisting in police or public safety situations, confines such use strictly to school or district business (*personal use including riders not permitted*).
- 15) Other – Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or designate.

Other Duties (Summer Months- end of school year through last day of summer break)

- 16) Districtwide Calendar-complete district calendar and have available distribution no later than July 25 of each year.
- 17) Athletic Department Support-athletic equipment inventory, ordering, sports season prep, filing, records maintenance and management, document updates, and reporting.

Organizational Relationships

Supervised by and reports to building administrator or designee.

Qualifications

- Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:
- High school diploma or equivalent
- Two (2) years of experience and/or education in working with students in an academic capacity or a related field
- Valid Montana Driver's license and good driving record

- Ability to interact positively with students, staff and community
- Ability to assess threatening situations, make appropriate decisions and act quickly
- Good communication and organization skills
- Ability to handle details accurately
- Ability to work with others and without close supervision
- Physical ability to move quickly including running and to lift and move up to 60 pounds on a continuous basis for short periods of time
- Good work habits

Desirable Qualifications – Knowledge of local customs, community and families. Previous experience in a school setting. Familiarity with communication devices and local emergency services. Working ability in keyboarding and familiarity with desktop computers, preferably Microsoft operating system.

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 information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.