

East Allegheny School District

Home and School Visitor

TITLE: Home and School Visitor

EMPLOYEE GROUP: Professional

LOCATION(S): As Assigned

RATE OF COMPENSATION: Per CBA

REPORTS TO: Director of Pupil Personnel Services

Qualifications:

Possess minimum of an Educational Specialist I (Educational Specialist II preferred) certificate as a Home and School Visitor as promulgated by the Pennsylvania Department of Education. (CSPG 77 Home and School Visitor PK-12)

LSW Required, MSW Preferred

Must Possess Valid PA Driver's License and have access to reliable transportation

Scope of Responsibilities

- a. Home and School Liaison
- b. Provider Council Liaison
- c. Foster Care Liaison
- e. McKinney Vento Coordination
- f. Attendance Enforcement
- g. Other Duties as Assigned

## Pupil Services Responsibilities

- a. Investigate student problems including suspected parental neglect and abuse; health care; social adjustment; school adjustment; emotional problems; scholastic achievement problems; clothing needs; and other benevolent areas.
- b. Make referrals to and work with others to coordinate some of the programs with established outside agencies
- c. In coordination with principals/assistant principals, process attendance concerns to include the investigation of students having excessive absences.
- d. Investigate students who fail to enroll in schools; issue parental notices, citations and children and youth referral for truant and habitually truant students as per Act 138 of 2016 or current law.
- e. Monitor student employment activities, investigate withdrawals, exemption, and exclusion/excusals requests for students under the age of seventeen.
- f. Attend meetings of the high school and middle school Student Assistance and when needed, attend student team meetings, as well as CASSP meetings, Drug and Alcohol Coalition meetings, and medical and mental health facilities meetings.
- g. Transport sick students, injured students, students with discipline concerns to home, medical doctor, or hospital at the request of the building principal and parent.
- h. Conduct home visits to advise families of school concerns and to elicit the help and support of parents in improving the educational progress of the student. Visits may be conducted during or after school hours. Telephone contacts will also be made when advisable. On many occasions, the Home and School Visitor will be accompanied by other school district personnel for home visits.
- i. Attend court hearings to prosecute school violations at the District Justice level. Attend court hearings in Commonwealth Court as directed.
- j. Service as the District's designated Homeless and Foster Liaison with state agencies. Participate in local and regional meetings, assist the Director of Pupil

Personnel in ensuring compliance with appropriate state level policies and procedures.

k. Visit homes to establish residency, secure parent signatures on forms under chapter 14 (Special Ed), chapter 15 (Protected Handicapped) and Chapter 16 (Gifted) when parents are not able to come to the school for required signatures.

l. Maintain accurate case records as well as records of all student and family interactions

m. Other Duties as Assigned

#### Miscellaneous Responsibilities

a. The position will require frequent travel between buildings within the District as well as schools and student residences. Travel may also be required to court appearances, agency meetings and other locations as required or directed