Job Description

Title: Family Support Worker
FLSA Status: Exempt
Classification: Teacher
Immediate Supervisor: Building Principal

Job Summary: This position is responsible for family outreach services. The Family Support Worker serves as a liaison between the home and the school. They will assist parents with basic needs to allow their children to come to school ready to learn. They also will help parents/families resolve personal concerns, make decisions on educational choices, improve family relations and access community assistance resources. They will collaborate closely with school and community resources.

Hiring Specifications:

Education
- Bachelor’s degree in social work or education in a related field, preferred
- Candidates not holding the above degree may be considered if they demonstrate evidence of appropriate experience with and knowledge of the needs of at-risk families and school operations

Certification
- Valid driver’s license and dependable vehicle for primarily in-district travel

Experience
- Five (5) years experience in crisis intervention, conflict resolution, chemical dependency and behavior management techniques
- Experience working with diverse populations
- Experience working with community social service agencies

Skills, Knowledge & Abilities
- Effective oral and written communication skills
- Ability to work effectively, cooperatively and respectfully with staff, parents, students and community members regardless of race, color, creed, gender, sexual orientation, gender identity, ethnic/national origin, religion, marital status, age, socio-economic status or disability
- Ability to recognize sensitive issues and maintain confidentiality
- Ability to maintain accurate records
- Ability to demonstrate knowledge of the structure, policies and practices within the school environment
- Ability to demonstrate knowledge of the structure and dynamics of family systems
- Ability to build collaborative relationships between families, schools and the community
- Must be able to handle emotionally charged situations

Technology Requirements
- Word processing skills
- Spreadsheet skills
- Electronic presentation skills
- Web navigation skills
- E-mail management skills
• Computer network knowledge applicable to the position
• Knowledge of computer-related storage devices

Supervision of Others:
• N/A

Personal Contacts:
• District personnel
• Parents and students
• Community agencies

Job Duties:
1. Collaborates with community agencies to provide services to students and families.
2. Conducts classroom and home contacts or visits to establish positive home-school relationships, assist in the development of goals and provide interventions for families.
3. Tracks student attendance and follow-up services, as identified by district policy and procedures.
4. Encourages the development of parent/school/community partnerships to enhance the education process.
5. Serves as an advocate for families and assists families with parenting skills.
6. Arranges or assists in finding activities to support and/or enhance the growth and development of children and their families/caregivers.
7. Organizes, coordinates and completes building specific initiatives as directed by the building administrator.
8. Provides supervision of students (e.g. lunch duty, recess, substitute rotation) as necessary and directed by building administrator.
9. Assists families with special transportation arrangements as needed and provides transportation for students in special circumstances.
10. Maintains accurate student educational records and documentation of services provided.
11. Maintains clothes closets for district dress code items, as well as cold weather or necessity clothing items.
12. Performs other duties as assigned.

Physical Requirements:

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<tr>
<th></th>
<th>NEVER 0%</th>
<th>OCCASIONAL 1-32%</th>
<th>FREQUENT 33-66%</th>
<th>CONSTANT 67%+</th>
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<tr>
<td>A. Standing</td>
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<tr>
<td>B. Walking</td>
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<td>C. Sitting</td>
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<td>D. Bending/Stooping</td>
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<td>E. Pushing/Pulling</td>
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<td>F. Reaching</td>
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<td>G. Climbing/Stairs</td>
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<td>H. Driving</td>
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<tr>
<td>I. Lifting</td>
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<td>J. Carrying</td>
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<td>Up to 50 lbs.</td>
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### K. Manual Dexterity Tasks

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### L. Working Conditions

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<td>Outside</td>
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<td>Extremes in temp/humidity</td>
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Additional physical requirements: Mobility to visit classrooms, homes and community agencies.

**Terms of Employment:** As defined by the Code of Iowa and Board policy.

**Date Last Revised:** 3/1/12