

## **HOME LIAISON**

Code No. 4-19-001

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position in a School District, is responsible for planning and implementing a home-based program for preschool children and their parents. The Home Liaison assists parents meet their educational goals, provides training in parenting skills and contributes to the effective operation of the School's Family Resource Center and its programs. Work is conducted primarily in the homes of client families. Supervision is not a responsibility of this class. The employee reports directly to and works under the general supervision of a managerial level staff member. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Creates and implements lesson plans to carry out a balanced and developmentally appropriate curriculum for children;

Demonstrates effective parenting skills to client parents;

Assists with the assessment of education levels and educational needs of program participants;

Assists participants to establish educational goals and develop plans to meet these goals;

Creates an appropriate environment for children and parents through use of instructional materials, kits and resources;

Maintains required records, including reports, logs and schedules;

Assists in planning and carrying out parent training programs;

Refers participants to relevant community programs and services as appropriate;

Assists with recruitment of participants, including participation in informational programs;

Supervises children in classrooms and assists them in their personal care;

Attends and participates in all staff meetings and in-service training programs.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of appropriate parenting skills especially as related to pre-school children; good knowledge of pre-schoolers' care and behavior; good knowledge of the practices and procedures involved in child care; good knowledge of community resources available to assist parents and children meet their goals; ability to create developmentally appropriate lesson plans for clients served; ability to instruct others; ability to identify and assess educational needs; ability to maintain records and reports; ability to establish and maintain effective working relationships; ability to assist and supervise children; courtesy; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Human Services, Early Childhood Education, Recreation, or Nursing, plus one (1) year paid full-time or its part-time/volunteer equivalent experience involving working with children in a structured environment such as a school, day care center or pre-school; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus one (1) year of experience as defined in (A) above; OR,
- (C) Possession of a Child Development Associate certificate (CDA) plus one (1) year of experience as defined in (A) above; OR,
- (D) Three (3) years of experience as defined in (A) above; OR,
- (E) Any equivalent combination of training and experience as defined by the limits of (A), (B), (C) and (D) above.

**ADOPTED:** July 23, 1992

**REVISED:** April 8, 2010

**ADDITIONAL INFORMATION:**

- (1) Volunteer work must be documented.
- (2) Candidates qualifying under option (C) must submit a copy of their certificate when submitting their applications.