

PROJECT WORKER

Code No.: 5-02-025
NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an entry level position for employees working within one of the funded projects operated by a school district. The focus of this class of positions is on parent organization both on a home, school and district-wide basis. The organization may be formal parent groups such as councils or increased parental involvement through support of programs for the educationally disadvantaged or targeted cultural groups. Continuation of the projects depends on Federal, State and local funding. This position differs from that of Project Assistant primarily by its outward attention to the home visits and the human service oriented community contacts rather than inward attention to the educational system. Work is performed under the direct supervision of a Project Assistant or an instructional team. 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):

Visits private homes to observe interaction of child, parent, and siblings and to secure biographical, environmental, and personal interests data;

Visits private homes to discuss school problems (academic and behavior) and causation with parents, to explain special school programs and testing for academically disadvantaged students, and to enlist parent support of the school teaching staff and programs;

Visits private homes to encourage family activities supportive of instructional programs;

Visits school classrooms to observe student interaction with teachers, and peers and general readiness and acclimation to school;

Records observations and factual data on preprinted forms for interpretation and action by teaching staff or for use in subsequent home visits;

Sets up and maintains student records;

Refers and accompanies, as needed, families to human service organizations and community agencies equipped to handle health, social, family, housing and financial problems;

Refers troubled families to school psychological and social work teams;

Consults to school advisory councils by running elections, aiding agenda development and scheduling meetings, and by contacting parents;

Conducts workshops for school advisory council including topics such as the rules, regulations, and programs of Title 1; the policy and regulations of the school district; holding elections, writing an agenda, running a meeting;

Attends diagnostic team meetings and in-service training programs as required;

Makes oral or written reports of meetings attended;

Recruits parents for service on advisory council or recruits minorities as teachers and paraprofessionals in work training programs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of school district policies, programs, and administrative staff; working knowledge of legislation and guidelines controlling funded programs; working knowledge of the purpose, membership, and interaction of various advisory councils; working knowledge of the purpose and services of Community and governmental groups and agencies; ability to communicate effectively with parents, students, teachers; ability to prepare simple, written reports, and correspondence; ability to observe student interaction in school and in the home; organizational ability; tact; patience; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

NOTE: Where the minimum educational requirement is not met, non-clerical experience in a school or a community or human service group or agency may be substituted on a year-for-year basis.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: October 23, 1986