Hickman County Schools

Job Title: Community Services Supervisor

Reports to: Director of Schools

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Purpose of Job: Support students and families by assessing family and students needs for the purpose of developing a plan to remove barriers to student success.

* Assists parents in locating and enrolling in services for the purpose of promoting parental effectiveness and student achievement.
* Orient students and families for the purpose of establishing familiarity with program, services and required processes and/or assisting them in assimilating into the culture.
* Provides direct assistance to families with parents on behalf of school for the purpose of emphasizing school priorities and/or ensuring that an ongoing partnership between the home and school is formed.
* Confers with teachers, parents and/or appropriate community agency personnel for the purpose of assisting in evaluation of program progress and/or making appropriate referrals.
* Collaborates with support teams to develop programs and partnerships which address the needs of students and families for the purposes of providing needed assistance.
* Meets with school staff to share expertise to maintain communication between families, community partners, schools and other personnel.
* Conducts surveys and gathers a variety of data to strengthen parent-school partnerships and to use in the development of high quality training sessions.
* Develops and provides high quality training sessions and workshops to families based on needs assessment and goals of the school/District.
* Communicates with board members and other stakeholders regarding program goals and progress.