

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

VISITING TEACHER

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited education institution.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of developmental patterns at all age levels. Knowledge of federal and state laws and District policies regarding student procedures, rules, regulations and laws. Ability to organize and conduct meetings to provide conflict resolutions and to plan and disseminate information. Ability to communicate effectively both orally and in writing. Ability to maintain confidentiality. Ability to counsel and assist students, parents and school personnel in the resolution of student problems that relate to attendance at school.

REPORTS TO:

Deputy/Assistant Superintendent

JOB GOAL

To help students minimize interruptions in education caused by internal and external problems.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11
PERFORMANCE RESPONSIBILITIES:
Planning / Preparation

- * (1) Participate in planning and developing programs and services for students and their families.
- * (2) Establish short- and long-range plans based on student needs, District, state and federal requirements.
- * (3) Plan intervention strategies that are clearly related to identified needs.

Administrative / Management

- * (4) Use appropriate technology effectively.
- * (5) Maintain an accurate and current file of community agencies and contact persons.
- * (6) Demonstrate organizational skills, establish priorities and plan for contingencies.

VISITING TEACHER (Continued)

- * (7) Prepare and maintain records and referrals.
- * (8) Interpret educational policies, programs and procedures related to visiting teacher services.
- * (9) Implement a truancy program for the District.

Assessment / Evaluation

- * (10) Use appropriate evaluation instruments, convey results and recommend interventions.
- * (11) Conduct interviews with students and parents in school and home settings.
- * (12) Gather data from a variety of sources, i.e., students, parents, school personnel, law enforcement and community.
- * (13) Recognize overt indicators of distress or abuse and take appropriate intervention, referral or reporting actions.
- * (14) Access student records on a need-to-know basis and protect their confidentiality.

Intervention / Direct Services

- * (15) Use appropriate interventions and service coordination techniques that address the specific needs of the students.
- * (16) Investigate all referred students and report results of investigation to referring school as soon as possible.
- * (17) Work with parents and schools to resolve conflict.
- * (18) Explain compulsory school attendance laws and follow up on attendance problems reported by schools.
- * (19) Serve as a liaison for the District with law enforcement, juvenile justice, mental health and other appropriate agencies.

Collaboration

- * (20) Participate with student study teams to solve problems, assist with IEPs and clarify special needs of identified students.
- * (21) Facilitate parent involvement in meetings by home visits, telephone calls and other contacts.
- * (22) Confer regularly with principals, teachers and other school specialists regarding students with attendance and behavior problems.
- (23) Collaboration with juvenile justice the transition of students in and out of the school system.

Staff Development

- * (24) Initiate and participate in inservice training and research relevant to position.
- * (25) Demonstrate professional growth and continuous improvement of professional knowledge and skills.

Professional Responsibilities

- * (26) Establish and maintain continuous professional relationships with community and social agencies.
- * (27) Keep appointments and follow up on commitments.
- * (28) Submit accurate reports in a timely manner and maintain all appropriate records.
- * (29) Maintain effective interpersonal relationships and communication with students, parents, school personnel and community.
- * (30) Perform other duties as assigned.

Student Growth / Achievement

- * (31) Conduct services in a manner which ensures that student growth / achievement is continuous and appropriate for age group, subject area and/or student program classification. Indicators may include: case history and follow-up reports, test results, professional team interaction and analysis reports, documented parent interactions, student discipline records, attendance reports and other reports deemed appropriate by the District and/or required by adopted curriculum.
- * (32) Assist in early identification of students' school-related problems to minimize interruption of teaching/learning.
- * (33) Assist in interpreting the school program to the community, relating community concerns to the school and working toward expansion and development of resources for remediation and prevention of student difficulties.
- * (34) Assist parents and students in making appropriate and lawful decisions regarding school attendance.

*Essential Performance Responsibilities