

HOME-SCHOOL ADVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves providing advice and referrals to students and their families when students have difficulty adjusting to the educational and working environment. An incumbent of this position serves as a liaison between the home and school setting, initiating communication with the student and his or her family as a basis for professional guidance or psychiatric counseling. The work is performed under general supervision with individual referrals directed to the employee by school administrative psychological or guidance officials. Supervision of others is not ordinarily a responsibility of the position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Consults with school administrative, guidance and psychological personnel in the formulation of a plan of action for individual educationally disadvantaged students;

Discusses academic and social problems with educationally disadvantaged youth to foster appropriate behavioral changes;

Makes home visits to ascertain causes of absences and discusses truancy related problems with the students and/or their parents or guardians and maintains related records;

Confers with the parents or guardians of educationally disadvantaged youth to gain specific knowledge or insight into the problems of the youth;

Writes reports or summaries of in-school counseling, home visits to students, parents or guardians including impressions and suggestions, and forwards to appropriate authority;

Suggests appropriate referrals to social services, mental health, medical and other public and private agencies;

Keeps and maintains activity reports and related information, acquires required forms.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of behavioral problems of children; working knowledge of the principles and practices of youth counseling; working knowledge of neighborhoods, their programs and problems; good general and social intelligence; ability to establish rapport with and maintain a cooperative relationship with educationally disadvantaged youth; ability to write reports and activity records; ability to acquire the confidence and trust of others; initiative and resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one year of experience working with children in a social, care giving or educational setting.

NOTE: Part-Time or volunteer experience will be accepted on a pro-rated basis.

APPROVED: August 7, 2001

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE