

DEPARTMENT:
CLASSIFICATION:
APPROVED:

NIAGARA WHEATFIELD CENTRAL SCHOOL DISTRICT
NON-COMPETITIVE – NYSCSC APPROVED 07/17/2006
AUGUST 3, 2004

HOME-SCHOOL COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for establishing and maintaining lines of communication between Native American students, their parents, school administrators, and teachers in order to accomplish the goals of meeting the special educational and culturally related academic needs of Native American children. The incumbent's major goal is to facilitate the transition of Native American students from the reservation school into the middle school and high school and to assist with various Native American issues. The work is performed under the general direction of the School Principals in accordance with policies and objectives established by a parent committee and the school board. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists the school concerning attendance problems of Native American students by visiting students' homes and consulting with teachers, students, and parents;
2. Discusses with Native American students their academic progress or problems;
3. Assists teachers by identifying, bringing-in, and utilizing resources of the Native American community;
4. Provides referrals to Native American students and parents in order to assist them in dealing with medical, social, legal, or other problems;
5. Maintains records concerning absentee and school drop-out rates of Native American students;
6. Prepares correspondence and reports;
7. May assist in developing grant-in-aid proposals and in developing a monthly newsletter;
8. Expresses concerns of Native American parents to school officials, and members of the community;
9. Attends meetings of the parent committee;
10. Advises students and the parent committee of Native American educational programs which may benefit students;
11. Assists teachers and others in developing an awareness of the needs of Native Americans.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of Native American culture; working knowledge of the concepts related to the cultural, environmental, and personal factors influencing the lives of Native Americans; working knowledge of interviewing principles and practices; good communication skills; ability to effectively communicate the goals and interests of Native Americans; ability to establish and maintain effective interpersonal relationships; ability to understand and prepare written material; tact and understanding; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience involving either the planning, support, or delivery of services or programs to members of a Native American community; **or**

Completion of thirty (30) credit hours in education, sociology, psychology, human services, anthropology, or a related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees.