

CAPE ELIZABETH SCHOOL DEPARTMENT  
Job Description

**TITLE:** Home/School Student Services Coordinator

**QUALIFICATIONS:**

1. Licensure/certification in social work, psychology or related field.
2. Master's degree completed by an accredited college/university.
3. Hold a valid State of Maine Criminal History Records Check Approval.

**Special Knowledge/skills:**

1. Promote positive and orderly school environment
2. Familiarity with middle school philosophy
3. Excellent collaboration and communication skills
4. Expert knowledge in community services
5. Success with implementing/targeting school-wide initiatives in the area of home/school coordination

**REPORTS TO:** Building Principal

**JOB GOAL:**

The home/school service coordinator works within the middle school to support the intellectual, social, emotional, moral and physical needs of young adolescents. Additionally, responsibilities include, but are not limited to: attendance monitor, case management, facilitate professional development to staff, student/parent advocate, student mediator, and distributor of resources.

**PROFESSIONAL RESPONSIBILITIES:**

1. Attendance monitor
2. Mentoring services/homework club
3. Experience providing and coordinating staff development activities
4. Research and grant writing experience
5. Experience implementing positive behavior programs
6. Facilitate expansion and sustainability of student support practices
7. Promote the common belief that all students can be successful

**TERMS OF EMPLOYMENT:**

Applicable terms of the Cape Elizabeth Education Association agreement.

**~~Home/School~~ Student Services Coordinator**

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**EVALUATION:**

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The building principal will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

New/Adopted by the Cape Elizabeth School Board: \_\_\_\_\_