



**JOB POSTING #255**  
**PLEASE POST**

**The City School District of Albany, New York**  
**An equal/affirmative action employer**  
**APSUE Employment Opportunity**

**Date of Posting:** February 5, 2019

**Position(s):** Home School Coordinator  
**Civil Service, Pending Non-Competitive**  
Monday – Friday

**Location(s):** Giffen Memorial Elementary School

**Salary:** \$54,622.09

**Deadline for Applying:** February 19, 2019, 4:00 pm

**Distinguished Features of the Class:**

- The incumbent is responsible for communicating the directives of the school principal to students and parents regarding school conduct and discipline
- The incumbent acts as liaison to maintain ongoing communication in regard to directives and assignments issued by the school principal for the purpose of enforcing school rules
- The incumbent is involved in the daily monitoring of students in a non-instructional capacity such as informal meetings, home visits, parent contact, etc
- Work is performed under the general direction of a school administrator
- Supervision over other staff is not a responsibility of this position

**Responsibilities:**

- Meets with students and discusses disciplinary problems such as unsatisfactory conduct, problems in class, attendance and attitude, in order to refer the case to the appropriate administrative staff
- Contacts parents to discuss the problems their children are experiencing
- Conducts home visits and acts as liaison between home and school
- May assist students with applications for participation in the Federal School Lunch Program for eligibility for free and reduced price meals based on family income or need
- Facilitates and participates in conflict resolution meetings with students

- Prepares records and reports related to the students' actions
- Assists in strategies to improve parental involvement
- Attends school events and/or any other special programs
- Performs related work as required

**Required Knowledge, Skills and Abilities:**

- Good knowledge of disciplinary methods and techniques used in a school setting
- Good knowledge of counseling and interviewing techniques
- Ability to communicate school rules with parents, students and staff
- Ability to prepare reports
- Physical condition commensurate with the demands of the position

**Minimum Qualifications:**

- Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in social science, human services or a related field and three (3) years of fulltime paid experience in dealing with youth which includes, but is not limited to, youth counselor, team coach, school monitor, teacher aide and other responsible positions in after-school programs, camps and agencies that provide direct services to youths; **OR**
- Graduation from high school or possession of a high school equivalency diploma and five (5) years of paid fulltime experience in dealing with youth which includes, but is not limited to, youth counselor, team coach, school monitor, teacher aide and other responsible positions in after-school programs, camps and agencies that provide direct services to youths; **OR**
- Any equivalent combination of training and experience as defined by the limits of (A) and (B) above

**All applications will be accepted through OLAS**

<https://www.pnwbores.org/TeacherApplication/>

Office of Human Resources  
Academy Park  
Albany, NY 12207

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