



Quileute Tribal School

40 Ocean Drive
La Push, Washington 98580
360-374-5609 Fax 360-374-5609



JOB DESCRIPTION

JOB TITLE AND FILE NAME: Home Liaison
EXEMPT: No
SALARY LEVEL: \$15.44 (90-day Probation Period rate \$14.94)
SHIFT: 8 hours per day – 190 days per year (8:00 am – 4:00 pm)
LOCATION: Quileute Tribal School
EMPLOYEE: Classified Employee
REPORTS TO: Superintendent or designee

REVIEWED BY: Quileute Tribal School Board, Anita Baisley DATE: July 12, 2016

APPROVED BY: Mark Jacobson, Superintendent DATE: 10-25-2018 (Updated)

SUMMARY: Under the general supervision of Superintendent or designee, the Home Liaison employee is responsible for serving as a link between every teacher in the school and the parents of the students they serve. The Home Liaison will meet a minimum of once per week with each teacher and identify which students are not successfully completing their class work, not participating in class, failing tests, having behavioral issues, arriving tardy or missing school, or experiencing other issues that are impacting or preventing the student's success in school. The Home Liaison will then schedule a meeting with the student's parent(s), share the issues identified by the student's teacher(s) or administrator, and discuss ways in which the issues may be resolved or improved to ensure the student's success. After meeting with the student's parent, the Home Liaison will meet with the student's teacher(s) and share the results of the parent meeting. If requested by the administration, teacher, or parent, the Home Liaison will schedule a meeting between the parent and teacher and/or administrator. The Home Liaison will continue meeting and working with the teacher and parent weekly, or as determined, until the issue(s) have been satisfactorily resolved/improved. The Home Liaison will maintain a detailed log of all communications he/she has with the teachers and parents including dates and times of each contact.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Must maintain a detailed log on each student, teacher, and parent contact including dates, time, and specific issues that need to be addressed in order to improve the student's success in school.
- Attention to detail is essential.
- Must be able to effectively collaborate and build positive relationships with students, parents, staff, school counselor, and others.
- Must report to work daily and on time. Accountability is critical.
- Maintain confidentiality at all times.
- Participate in meetings, workshops and seminars as needed to perform assigned duties.

- Maintain records and provide reports and updates to Supervisor and others as necessary or requested.
- Knowledge of Quileute Tribal School's Employee Handbook, Quileute Tribal School Accounting, and federal, state, tribal, and school board policies and procedures.
- Must be a good listener and able to communicate in a respectful manner with the students, parents and staff.
- Must be flexible and willing to meet with parents outside of the regular work day if needed.
- Tracking and reporting attendance (tardy, excused, and unexcused absences) to the school administration and court(s) and attending truancy court as necessary.

OTHER DUTIES AND RESPONSIBILITIES:

- Keep the Superintendent or designee informed of activities and/or problems on a regular and ongoing basis in areas of responsibility.
- Attends staff meetings and training as scheduled and/or directed.
- Because we have a small staff, it may sometimes be necessary to substitute for others.
- Other duties as assigned.
- The Home Liaison is a Mandatory Reporter.

REQUIRED QUALIFICATIONS:

The employee must satisfactorily pass a pre-employment background check and drug screening and random drug testing throughout employment.

High school diploma or G.E.D.

Valid Washington State driver's license.

Current first aid/CPR certification (may earn during first year of employment).

Should be familiar with and be able to use Microsoft Office (Word and Excel) and be able to type.

EDUCATION AND EXPERIENCE QUALIFICATION PREFERRED:

Strong verbal and written communication skills

Ability to establish and maintain effective working relationships with students, parents, staff, and volunteers.

MACHINES, TOOLS, OFFICE OR SPECIAL EQUIPMENT USED: Computer and office equipment; copy machine, fax, and phone systems.

VEHICLES OR MOVING EQUIPMENT USED: Passenger vehicles under 20,000 GVW.

TRAINING REQUIRED: Using the school's phone and internet systems. Safe Schools Training (Asbestos, Blood Borne Pathogens, confidentiality, mandatory reporting, and others as assigned). Other training may be assigned depending on needs of the school and the employee.

LANGUAGE SKILLS: Ability to read, analyze, and interpret written materials in English.

REASONING ABILITY: Ability to reason and solve practical to complex problems and deal with a variety of issues that are impacting a student's success in school.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; use hands to finger, handle or feel objects, tools, or controls and type; reach with hands and arms; and talk or hear. The employee is frequently required to sit for long periods of time; walk, climb or balance, stoop, kneel, and crouch.

The employee must regularly lift and/or move up to ten (10) pounds and occasionally lift and/or move up to fifteen (15) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will most frequently be in a building with carpeting and thermostat controlled rooms. When meeting with parents, the environment will vary depending on where the meeting(s) are held (inside parent's home, work site, etc.). The employee may occasionally work in outside weather conditions (e.g., walking between School buildings or carrying supplies or records to/from storage or testing areas).

The noise level in the work environment is usually moderate to low.

HAZARDS/OBSTACLES: Employees are sometimes exposed to hazards such as chemicals and dust particles, uneven sidewalks or walkways, and unforeseen hazards such as electrical shock, weather related conditions (ice, heavy wind and rain, flooding, heat, cold).

UNPROTECTED HEIGHTS: No unprotected heights are affiliated with this position.

AMOUNT OF DAY SPENT:	(Hours at one time)	(Hours during full day)
Sitting	60-180 minutes	5 ½ -- 6 ½ hours
Standing	15-30 minutes	1-2 hours
Walking	10-20 minutes	½ hour

WORK/REST CYCLE: One 15-minute break every 4 hours; 30-minute unpaid lunch.

NOTE: 15-minute break may not be used to extend lunch or at the beginning/end of the scheduled work day.

EMPLOYEE WORKS: 7.5 hours per day (8:00 am to 4:00 pm) with a 30-minute unpaid lunch. The hours will need to be flexible in order to schedule meetings with parents.

NOTE: Hours may be adjusted to meet the needs of the School and parents.

PERFORMANCE EVALUATION

Performance of this position will be evaluated annually in accordance with provisions from the Board's policy on the Employee Performance Evaluation System.

PHYSICAL DEMANDS AND CHARACTERISTICS OF THIS JOB:

REQUIRED ACTIVITIES

(Occasionally = 0 to 33%; Frequently = 33% to 67%; Constantly = 67% to 100%)

	Frequency	Body Part	lbs.	Activity
Twist	Occasionally	Upper Body	0-20	Adding paper to printer or fax; locating and filing materials; accessing supplies and materials; managing student test materials.
Stoop/Bend	Frequently	Arms, Legs, Lower and Upper Body, Hands	0-10	Same as above
Squat	Occasionally	Legs, Lower Body	0-10	Same as above
Kneel	Occasionally	Legs, Lower Body	0-10	Same as above
Push/Pull	Occasionally	Arms, Legs	0-10	Same as above
Climb	Occasionally	Legs	0-100	Stairs/steps
See	Constantly	Eyes	N/A	Reading instructions; reports, bulletins, and written instructions

	Frequency	Body Part	lbs.	Activity
Hear	Constantly	Ears	N/A	Monitoring and using office equipment/phones; listening to questions, comments, conversations and directions from supervisor, parents, staff/students, and others
Speak	Constantly	Voice	N/A	Responding to and asking questions, comments, conversations and directions from supervisor, School staff/students, trainers, and others

REQUIRED LIFTS

	Frequency	Body Part	Range/Height	Activity
0-10 lbs.	Constantly	Legs, Arms Hands	0"-30" to 5'	Operating office equipment and filing records; moving office records and supplies; removing, refilling and/or replacing equipment cartridges and supplies;
10-35 lbs.	Occasionally	Legs, Arms, Upper and Lower Body	1"-30" to 25'	Same as above
35+ lbs.	Occasionally	Legs, Arms Upper and Lower Body	1"-30" to 25'	Same as above

REQUIRED CARRY

	Frequency	Body Part	Distance	Activity
0-10 lbs.	Constantly	Arms, legs	1" to 150'	Same as above
10-35 lbs.	Occasionally	Arms, legs	1" to 150'	Same as above
35+ lbs.	Occasionally	Arms, legs	1" to 150'	Same as above

REQUIRED REACH AND HANDLE

	Frequency	Body Part	Weight/ Distance	Activity
Reach Above Shoulder	Frequently	Arms	0-10/3'	Moving records and supplies
Reach at Shoulder	Frequently	Arms	0-10/3'	Same as above
Reach Below Shoulder	Constantly	Arms	0-40/3'	Same as above
Manual/Finger Dexterity	Constantly	Arms, Wrists, Fingers	0-10/3'	Typing; refilling and maintaining office equipment; filing and sorting records

SUMMARY OF ENVIRONMENTAL CONDITIONS AND RATINGS

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental conditions must, by definition, be specific and related to the job.

Key to Environmental Factors Rating

NP = Not present in the Job Environment

S = Seldom - Under 5% of Work Day

O = Occasionally - Up to 33% of the time

F = Frequently- From 33% to 67%

C = Constantly - 67% to 100%

Environmental Conditions:	Key	Comments:
1. Inside 99%	C	Working in an office or classroom environment
Outside 1%	S	Walking from one building to another
2. Extreme Cold	S	Walking from one building to another
3. Extreme Heat	S	Walking from one building to another
4. Wet/Humid	O	Rain 120 to 160 inches per year
5. Noise (in Decibels)	50 – 60	This is the general approximate range for an office environment for the essential functions of this position; If around power tools, ringing phones, cleaning equipment or vehicles, the level may occasionally rise to 80
6. Hazards		
a. Mechanical	S	
b. Explosives	S	Batteries
c. Electrical	S	Office equipment
d. Radiant Energy	O	
e. Burns	S	Electrical
f. Other hazard(s)	S	Wet surfaces (slipping)
7. Atmospheric Conditions		
a. Fumes	S	Cleaning solvents
b. Mists	NP	
c. Odors	S	
d. Gases	S	Copy machines, printers
e. Dusts	S	Printing paper, inside computers, printers
f. Poor ventilation	S	File server/phone room, storage rooms and in buildings without much ventilation
g. Other atmospheric hazards	NP	
8. Protective clothing/Devices	S	Used when performing first aid

Comments: The Home Liaison employee must remain organized, firm and pleasant while interacting with students, parents, staff and ESD, BIE, BIA, and DOI officials and vendors.

Except as provided in the Indian Preference Act (Title 25, U.S. Code section 472 and 473), there will be no discrimination in selection due to race, color, age, sex, national origin, physical handicap, marital status, politics or membership/non membership in any employee organization.