



Title:	Family Service Assistant
Reports to:	Principals and Program Administrator of Services for Exceptional Children
Terms of Employment:	10 Months
Salary:	TBD

Qualifications:

- Must have at least one year of college training or its equivalent
- Must have had some successful work experiences in the area of Home/School coordination
- Must demonstrate a keen interest in the welfare of youth
- Must have or be willing to obtain bus driver license
- Must have own transportation

Duties and Responsibilities:

- Serve as liaison between school and home
- Communicate with parent and encourage their participation in the program (or school)
- Complete adaptive behavior evaluations and social histories and prepare a written report of such
- Assist in transportation for evaluation services for pupils and families
- Visit homes, collect information about family needs and relay this information to the appropriate source
- Establish and maintain cooperative relations with appropriate community services and facilities and cooperate in the mobilization and development of new community resources to fill gaps in existing health and social services required to meet the needs of children and their families
- Maintain sufficient files and records to include weekly updates to supervisor regarding Diagnostic Center evaluations
- Act as liaison between Scotland County Schools and medical providers to secure medical evaluations
- Assist family in securing health and medical services
- Assist in providing vision/hearing screenings for the Diagnostic Center
- Assist in compliance for Exceptional Children paperwork
- Other duties as assigned by Director of Exceptional Children