

**School District of Santa Rosa County  
Job Description**

**Homeless Education Teacher/Visiting Teacher/Social Worker**

<b>Reports to:</b> Director of Student Services, Director of Federal Programs	<b>FLSA Status:</b> Exempt
<b>Department:</b> Student Services, Federal Programs	<b>Prepared by:</b> Human Resources
<b>Date:</b> April 18, 2017	<b>Evaluation Code:</b>

**Principal Duties and Responsibilities (Essential Functions):**

- Counsels with parents on home situations to improve conditions related to school work, behavior, attendance, and/or interest
- Serves as liaison between the school and outside agencies, e.g., Homeless Coalition, DCF, Division of Youth Services, Division of Family Services, Court and Juvenile Division when applicable
- Assists Families in understanding the school and its program, including compulsory school attendance laws
- Makes home visits for the purpose of gathering helpful information on a student's background
- Assists families in making appropriate social agency contact
- Serves as liaison between home and school when follow-ups are necessary, e.g., welfare cases, foster home children, disadvantaged students
- Assists students in adjusting to school and transitioning to post-secondary education
- Participates with other members of the student's personnel team in Multi-tiered System of Support, Integrated Service Team and Truancy Intervention Plan meetings
- Provides own method of transportation to various locations when required
- Encourages students to set and maintain appropriate standards of classroom behavior
- Implements the school's and district's philosophy of education and instructional goals and objectives
- Maintains accurate, complete, and correct records as required by applicable laws, policies, procedures and regulations
- Assists in upholding and enforcing administrative procedures, regulations and applicable policies
- Establishes and maintains cooperative relations with students, faculty, staff and parents
- Attends and participates in staff meetings when applicable
- Assumes the responsibility to maintain a valid Florida teacher's certificate
- Performs other tasks and responsibilities as assigned
- Confers with students and parents when required or reasonably requested to do so

**Supervision Received:**

- (1) Director of Student Services
- (2) Director of Federal Programs

**Supervision Exercised:**

N/A

**Minimum Qualifications & Skills Required:**

1. Bachelor's degree or higher from an accredited institution
2. Currently hold or eligible for a Florida Certification in School Social Work K-12 and/or ESE Certification K-12, and/or Social Science 6-12
3. Minimum of three years of in-field experience

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Terms of Employment:**

Approved Compensation Plan  
Teacher position paid from the instructional salary scale  
10 Months

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.