POSITION DESCRIPTION

TITLE: Boundary-Home School Specialist
LOCATION: Administrative Service Center
REPORTS TO: Director of School Services
DEPARTMENT: School Services

SUMMARY STATEMENT:
The Boundary/Home School Specialist is responsible for implementing the provisions of State and District policy regarding student boundary issues and placement. The position works closely with all school administrators and other appointed staff in processing student boundaries both within and out of the District. The position is responsible for interpreting and implementing District policy and procedures related to boundaries. The position is also responsible for processing all referrals, communication to schools and parents, and other documentation in compliance with State and District policy. This position is also responsible for home school enrollment and correspondence, and general support for the Director of School Services.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff, students, and the general public in person, via telephone, e-mail, and in writing.
2. Assist all schools, Special Services, and administrative staff in matters relating to student boundary issues.
3. Process all referrals from schools (both in-district and out-of-district) related to student boundaries.
4. Prepare, compile, and file data as needed regarding boundaries to the appropriate reporting agencies.
5. Provide updated training and information to administrative staff related to boundaries.
6. Work cooperatively with other local school districts relating to student boundaries including communication regarding process changes.
7. Compile and maintain Excel database for Bimonthly Board Reports and use to assist schools in processing boundary referrals.
8. Serve as the District representative for boundary issues.
9. Monitor compliance to board policy in regards to boundaries.
10. Be the contact person for OCR (Office of Civil Rights) and boundary denials.
11. File all home school intent forms with the District and State.
12. Consult with the general public regarding the process to file for home school status.
13. Provide all materials and documentation to families regarding home school application.
14. Prepare and compile data as required for reporting to the Office of the Superintendent of Public instruction regarding home school students.
15. Work cooperatively with Assessment in testing options for home school students.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.
2. Backup support for Student Attendance Specialist in matters dealing with court, police, truancy, and CPS.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%)  Speaking (66-100%)  Hearing (66-100%)
Sitting (66-100%)  Standing (33-66%)  Writing (66-100%)
Acceptable Attendance  Use of hands and/or arms for repetitive motion (66-100%)
Lifting/Carrying Up to 50 lbs. (Up to 33%)  Walking (Up to 33%)  Bending/Stooping (Up to 33%)

MENTAL DEMANDS REQUIRED:
- Reading Documents (66-100%)
- Verbal Communication (66-100%)
- Reasoning (66-100%)
- Written Communication (66-100%)
- Problem Solving (33-66%)
- Detailed Work (66-100%)
- Multiple Concurrent Tasks (66-100%)
- Confidentiality (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
- IBM (clone), typewriter, 10-key/calculator, telephone, printer, copy machines, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required)
1. Typing/keyboarding of 50 wpm.
2. A minimum of three years of related experience, or equivalent training.
3. Experience working with diverse population preferred.
4. Knowledge of the WISE student and fiscal systems preferred.
6. Demonstrated ability to communicate effectively both orally and in writing, and possess a positive attitude.
7. Demonstrated ability to perform on the computer, using a Windows environment and related Microsoft applications.
8. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
9. Demonstrated ability to de-escalate emotionally-charged issues.
10. Experience or knowledge of working with and interpreting State laws and working within the legal system.
11. Demonstrated organizational ability and a commitment to follow through.
12. Demonstrated ability to maintain confidentiality of sensitive information.
13. Demonstrated ability to perform tasks accurately and in accordance with established law, policy, and procedures.
14. Demonstrated ability to organize and conduct training pertinent to the area of responsibility.
15. Demonstrated ability to travel from location to location to accomplish tasks.
16. Demonstrated organizational ability and a commitment to follow through.
17. Demonstrated ability to work on own initiative and problem solve.
18. Demonstrated ability to keep accurate records and compose written responses to communications, using proper language, spelling, punctuation, and proofreading skills.
19. Demonstrated ability to maintain confidentiality of sensitive information.
20. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

216  Days Per Year (Includes Holidays)
8  Hrs. Per Day
Date: _________________

District: _________________

New
Revised Date: 07/20/2006
Classification: Professional Technicians (PSE)
Class: Class VII
Display on Web? Yes

Boundary-Home School Specialist