

**BEMIDJI AREA SCHOOLS**  
POSITION JOB DESCRIPTION

ORIGINATION DATE \_\_\_\_\_  
LAST REVISION DATE 10/98  
BAND & GRADE B-2-3-Job Level 6

POSITION TITLE Indian Home/School Liaison

IMMEDIATE SUPERVISOR Coordinator of Indian Education

**Job Summary (Basic Purpose of Position)**

**SUPERVISOR**

**EMPLOYEE**

Establish communication between home, school and other agencies regarding students who have been identified as having at-risk behaviors.

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
<b>NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS</b>					
<b>1.0 PROVIDE EDUCATIONAL AND SOCIAL SUPPORT TO AMERICAN INDIAN STUDENTS</b>				Knowledge of:	
1.01 Establish and maintain communication with students, parents and school staff for support services.	B	20D		1. Special education laws and due process, IEP assessment procedures related to special education.	1.01 Documentation of monthly staff reports.
1.02 Assist in planning educational programs for students that promotes graduation for students with IEP's and addresses special education needs.	B	20D		2. Indian cultural traditions and language demographics of Indian community and resources.	1.02 Planning and activities have been utilized to promote educational and support services.
1.03 Provide training and consult with teachers, administrators and other school staff regarding Indian culture, heritage and the learning styles of Indian students.	B	15W		3. School district policies and procedures regarding confidentiality and privacy of data.	1.03 Documentation of meetings and training sessions.
1.04 Help mediate crisis situations with school district personnel and other agencies involving school disciplinary issues, complaints, truancy, suspension, behavioral problems, etc.	B	10W		4. School district Code of Consequences for behavior and attendance policy.	1.04 Monthly documentation of incident reports.

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NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

1.05 Facilitate communication between home and school in identifying special education issues of assessments, IEP planning, due process and program implementation.	B	15D		Ability: 1. Communicate and establish positive relationships with students, parents, school staff and other agencies. 2. Mediate and follow through with conflict resolution issues. 3. Facilitate meetings and apply good counseling techniques. 4. Provide consultation and resources for Indian culture and heritage to district staff.	1.05 Documentation of attending special education meetings and child study team meetings.
1.06 Facilitate parent involvement and communication in decision making regarding interpretation of assessments and findings in the IEP development.	B	10D			1.06 Participation and involvement of scheduled meetings.
1.07 Articulate cultural differences within the family that need to be considered as the IEP is being developed.	B	5W			1.07 Meetings were attended and recommendations were given on how to address cultural issues.
1.08 Conduct home visits with families to gather and collect accurate information and to interpret school district policies and procedures.	B	5D		Skills: 1. Human relations and communications 2. Confidentiality 3. Mediation and conflict resolution 4. Special education laws and advocacy	1.08 Documentation of home visits monthly staff reports.