

## **Red River Parish School Board**

### **Job Description**

**TITLE:** Homeless Migrant/Liaison (Paraprofessional)

**Qualifications:** High School Diploma  
Associate Degree or Higher  
Two (2) years of college (48 hours minimum, including nine (9) hours of Math and English or  
Achieve a passing score on Para-Pro Exam as stipulated the LA Department of Education

**Superordinate:** Director of Federal Programs or Superintendent's Designee

This position involves extensive field work in the community including home and business visits, agency liaison, and school consultation

### **Performance Responsibilities**

1. Visit homes to study student's home environment and relay information from the school.
2. Seek and provide home information to teacher.
3. Assist schools and families in enrollment and attendance problems.
4. Provide services to homeless/migrant children and youth system-wide.
5. Provide supportive casework services to students.
6. Work toward improving family conditions.
7. Serve in other capacities as required by the Director of Federal Programs.
8. Performs any other duties as assigned by superordinate.

### **Professional Ethics**

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board's Sexual Harassment Policy (GAEAA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board's dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

**Terms of Employment:**                    12 Months