



EAST BATON ROUGE PARISH SCHOOL SYSTEM

**Job Title:** Homeless Ambassador

**Reports To:** Immediate Supervisor

**Prepared By:** The Division of Human Resources

**Board Approved Date:**

**Salary Range:** UR308 to UR112  
\$49,202 to \$108,419

**Summary:** The main objective of the Homeless Ambassador in the East Baton Rouge Parish School System is to support the district and school's needs as well as increase parent and family engagement in schools. The Ambassador's role is to establish effective communication between home and school and improve community outreach and training opportunities for parents and families of students in grades Pre-K through 12th that will impact academic performance.

**Essential Duties and Responsibilities:**

- Contact parents and families through phone calls, home visits and meetings at schools or district sites in order to encourage participation in school and/or district activities and events.
- Provide information to parents concerning district policies and procedures such as registration, PTA, curriculum, assessment, uniform, discipline etc. as stipulated in the East Baton Rouge Parish School System Parent/Student Handbook.
- Assist families with registration to ensure that there are no barriers for student attendance and student performance.
- Assist with professional development to EBR staff that informs East Baton Rouge Parish School System employees about homelessness and resources.
- Provide parents or guardians of homeless children and youth with educational opportunities that are available to their children.
- Perform other position-related duties as assigned by the Superintendent, district administration, and the Homeless Department.
- Maintain compliance documentation of identified homeless in JCampus.
- Assist families with resources for their children's educational needs and resources.
- Help pupils overcome barriers with school attendance and achievement.
- Enable families to convey their concerns to school personnel and maintain open lines of communication, including home visits as applicable and appropriate.
- Facilitate training for parents and families after regular work hours or on the weekends as applicable and appropriate.
- Participate in parent-teacher conferences related to the pupils' behavior,

adjustment and academic progress.

- Consult with school counselors about needs of the identified homeless students.
- Promote timely and relevant information to parents/guardians concerning school and district activities, operations, and procedures to improve home/school communication.
- Make personal contacts through a variety of modalities (electronic, face-to face, home visits, etc.) to encourage parental engagement.
- Assist in the organization and participation of campus-based outreach activities, such as curriculum nights, special events, PTA meetings, etc.

#### **Other Duties:**

Other duties as assigned that are related to the functions of the position.

#### **Essential Functions/Qualifications/Requirements:**

##### **Education and Experience:**

The Homeless Ambassador must have a bachelor's degree and at least one year professional level experience. In lieu of a degree, three (3) years working with children, in a school setting can be substituted. The ability to speak multiple languages is a definite plus.

##### **Work Environment Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

##### **Professional Conduct:**

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

##### **Technological Abilities:**

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific



equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifent website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

[Verifent Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.