



School & Family Support Service Provider

Vanessa Rodriguez

(860) 695 4176 1st floor room 122

Rivev002@hartfordschools.org

DEFINITION:

Under the general direction of the school Principal, Mrs. Pamela Totten-Alvarado, provides support and resource information to families, serves as liaison between the school district, community, and families whose children are enrolled at Kinsella.

DUTIES AND RESPONSIBILITIES:

- Works collaboratively with school districts to support the needs of families and children enrolled in school.
- Communicates with families, teachers, and others to assess the needs of families.
- Facilitate referrals, translation during parent teacher conferences.
- Provide free workshops to support families at home and school.
- Organize PTO Executive Board, PTO Meetings and volunteers.
- Coordinate monthly award certificates and Mega Education awards.
- Enforce and follow up on attendance, tardy and school policies.
- Assist with Choice school applications.
- Organize various school fundraisers.
- Collaborate with the community organizations for awareness in education and resources that support learning.
- Manage parent pick up of students in the White Box.
- Care 4 Kids & Husky applications.
- Assist parents with creating a resume for employment.
- Summer Camp Program applications.
- Capital Work Force Application—Summer youth working programs for ages 14 and up.
- Parent/Student Compact & School Messenger, messages to families.
- School Uniforms ordering/updates.
- Tutoring – SES applications, host enrollment meeting.
- Handle complaints, concerns or requests.
- Volunteer applications.
- Distribution of Parent Handbook.
- Assemble Virtual Backpack for Friday distribution.
- Design monthly school calendar.
- Arrange Halloween Party, holiday gifts and donations.