

RESOURCE

Job Description for School District PTHV Coordinators



District PTHV Coordinators serve as the main advocate and administrator of the home visiting practice in the district.

Successful management that results in systematic PTHV implementation across school sites requires distinct skills and activities across eight main areas. These areas are school site support, compensation, training, data collection, home visiting guidelines, reports, outreach and growth, and district committee participation. The areas are divided below with brief details for each.

School Site Support	
Responsibilities	Suggested Activities/Areas of Focus
Visit School Sites	<ul style="list-style-type: none"> Conduct at least one annual visit to all PTHV sites as well as at least one annual site administration meeting
Monitor Site Activity	<ul style="list-style-type: none"> Assist site administrators with developing PTHV goals, and creating plans for moving those goals forward
Communicate	<ul style="list-style-type: none"> Ensure sites are conducting visits according to the PTHV Model Communicate PTHV information with sites
Answer School Questions	<ul style="list-style-type: none"> Respond to questions and answers regarding PTHV from sites
Manage Site Coordinators	<ul style="list-style-type: none"> Establish relationships/expectations with school PTHV coordinators Recruit and train new school coordinators

Compensation	
Responsibilities	Suggested Activities/Areas of Focus
Develop Compensation Procedures	<ul style="list-style-type: none"> Confirm compensation amounts and for whom (Classified vs. Certificated compensation) Establish timesheets/payment documentation procedures and requirements Assign school/district points of contact for documentation and payment processing
Track Funding	<ul style="list-style-type: none"> Ensure funding is available for visits Monitor expenditures at school and district levels Communicate with sites regarding funding



Responsibilities	Suggested Activities/Areas of Focus
Plan and Implement Trainings	<ul style="list-style-type: none"> Understand the procedures for Introductory and Refresher Trainings Schedule trainings for all district staff Register training participants Conduct trainings and/or secure Trainers Communicate training details Tracking trained staff at school and district levels Ensure training participants are compensated Create, communicate, and monitor guidelines for how often staff must be trained



Responsibilities	Suggested Activities/Areas of Focus
Develop Data Collection Procedures	<ul style="list-style-type: none"> Determine data to be collected (minimum recommended: number of home visits per educator, per site, and district total as well as which students received a visit) Establish and communicate expectations and procedures for data collection Work with site/district staff to collect and track data



Responsibilities	Suggested Activities/Areas of Focus
Create and Communicate PTHV Guidelines	<ul style="list-style-type: none"> Create and disseminate a district PTHV Handbook incorporating all PTHV guidelines and procedures



Responsibilities	Suggested Activities/Areas of Focus
Report on Implementation and Impact	<ul style="list-style-type: none"> Create a mid-year and end-of-year report Create additional reports, if needed Share reports with all stakeholders
Improve Implementation	<ul style="list-style-type: none"> Understand the contents of the necessary reports Engage in reflection and problem-solving with school staff using continuous improvement principles



Responsibilities	Suggested Activities/Areas of Focus
Engage Stakeholders	<ul style="list-style-type: none"> Conduct program outreach to parents, educators, and other stakeholders
Expand to New Sites	<ul style="list-style-type: none"> Conduct site-specific outreach Host information sessions for potential sites Develop and communicate procedures to bring on new sites
Secure Support	<ul style="list-style-type: none"> Coordinate visits for district leaders such as the Superintendent Highlight PTHV through various avenues such as media outlets, other district departments, school board meetings, and through community groups



Responsibilities	Suggested Activities/Areas of Focus
Align PTHV to District Committees and Initiatives	<ul style="list-style-type: none"> Budget Committees (Federal Level, State Level, District Budgeting, Site Budgeting) Family and Community Engagement Unions (Teachers and Support Staff) Other Initiatives (Chronic Absence, Graduation, Social-Emotional Learning, Racial Equity, Community Schools, etc.)