BUENA PARK SCHOOL DISTRICT

STUDENT & COMMUNITY SERVICES LIAISON

DEFINITION

Under general supervision of the Director of Student and Community Services (SCS), this grant-funded position will assist parents of students who are experiencing homelessness in navigating the social, emotional and academic needs of their school-aged child(ren). The liaison will assist in the launch of the new McKinney-Vento program, Project HOPE (Harnessing Optimism and Potential in Education). This includes parent rights, school/district procedures, student registration, enrollment, attendance, instructional support including program intervention and enrichments, supplemental program offerings, parent support and resources to ensure the overall success of every McKinney-Vento student.

EXAMPLES OF DUTIES

To assist SCS in the identification, enrollment and dispute resolution of families experiencing homelessness and receives incoming communication including calls, emails, letters and making appropriate connections regarding school/district and community services to support the direct and immediate needs of students and families; supports schools with McKinney-Vento programs and additional support services; answers routine inquiries for McKinney-Vento families, including their rights and protections; assists the immediate enrollment of McKinney-Vento students by providing school and community based support services by serving as a liaison to ensure basic needs of student are met; makes phone calls or support home visits to locate unidentified families or assist the Director of SCS to support families in the participation of their child's education and ensure continual and consistent access to education.

- Meets with parents/guardians regarding BPSD's District Residency Questionnaire, homeless youth services and programs, support families in addressing student needs including instructional programs, school/district procedures; involves families and encourages their understanding and support of school and student programs, including access to school services; makes home contact on student referrals and may refer family to tutoring support, specifically for underachieving students in the community.
- Provides resources for families under stress and anxiety and provides information to parents regarding parent education rights, mental health and wellness referrals and local resources.
- Makes regular contacts to parents/guardians of McKinney-Vento students regarding child care and expanded learning opportunities for homeless children.
- Assists and may sort, collate and distribute McKinney-Vento flyers, materials to schools and mailers; may create files or records as needed; maintains simple records pertaining to McKinney-Vento programs; may perform a variety of routine clerical functions, including the operation of computer, phone and other related district communication.
- Assists families in identifying activities to include: tutoring, homework assistance, supplemental instruction, enriched education, eligibility for specialized programs, parent training and education resources, support for homeless youth who are runaways, medical, dental and health services, child care, school-related costs, ensure homeless rights, violence prevention counseling, domestic violence and parental mental health and/or substance abuse counseling in order to attract, engage and retain homeless children.
- Connects McKinney-Vento students with school supplies, supplies for temporary housing, hygiene products or related items, and emergency assistance to enable youth to participate fully in school and school-related activities.
- Presents oral translations in a second language, may make written translations for SCS newsletters on website or office, creates instruction and communication for home distribution, assists in setting up parent meeting with the Director of SCS, communicate special problems to the Director of SCS and recommends referral to local community agencies and attend events or evening meetings related to job specific duties and responsibilities, assists and participates in pre-service and in-service trainings for the benefit of identifying and utilizing community resources.

- Receives training from SCS Director to learn and apply specialized procedures by involving Ed Code and State Laws and District Policies; complies and maintains basic record systems for McKinney Vento with detailed accuracy and maintenance of basic record systems and files on attendance, home visits, COVID/Health support for students and families, statistical reports, student activities correspondences and bulletins.
- Makes phone calls to parents of at-risk children, including McKinney-Vento students regarding attendance, SART, SARB, truancy, DA or court related matters, prepare referrals and reports on specialized absence problems to District Administrators, and prepares SARB reports related to attendance monitoring issues related to District Attorney's office.

QUALIFICATIONS

Knowledge of:

Basic understanding of McKinney-Vento Program, community-based services, being able to work with families undergoing stress, crisis or trauma. Operation of a district computer, telephone, understanding of office practices and procedures; correct English usage, spelling, grammar and punctuation; standard office machines and positive customer service skills.

Ability to:

Effectively able to apply specialized and technical assistance in procedures for the McKinney-Vento programs and related support services for students and families; deal with the public and the general educational community in a tactful and courteous manner; maintain confidential regarding sensitive student and family members, understand and carry out oral and written directions; establish and maintain cooperative working relationships, have the ability to perform the essential functions of the job with or without reasonable accommodation. Bilingual ability is desirable.

EXPERIENCE

One year of general office experience, including telephone and public contact duties.

EDUCATION

Equivalent to the completion of the twelfth grade.

WORKING CONDITIONS

Office, school and community environments, with frequent interruptions

PHYSICAL DEMANDS

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines; ability to conduct verbal conversation in English; hear normal range verbal conversation (approximately 60 decibels); sit, stand, stoop, kneel, bend and walk; sit for sustained periods of time; climb stairs, steps, and step ladders; lift up to 25 pounds; carry up to 25 pounds;
exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, hip flexion and extension and knee flexion; operate office machines and equipment in a safe and effective manner;
demonstrate manual dexterity necessary to operate calculator, computer keyboard at the required speed and accuracy; and conduct frequent repetitive arm, hand and body motion.

LICENSE REQUIREMENT

Possession of a valid California Motor Vehicle Operator's License

CONDITION OF EMPLOYMENT

Insurability by the District's liability insurance carrier

DISASTER SERVICE WORKER

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.