



DISTRICT MCKINNEY-VENTO LIAISON STANDARD POSITION DESCRIPTION

Position Title: District McKinney-Vento Liaison
Reports to: District Administrator
Bargaining Unit: NCEA

Location: Assigned Department
FLSA Status: Non-Exempt Bargaining
Days: 193 +10

This is a standard position description to be used for licensed positions with similar duties, responsibilities, classification and compensation. Teachers assigned to the position description may or may not be assigned all of the duties identified herein. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

The District McKinney-Vento Liaison is responsible for supporting the needs of the homeless, foster and delinquent student population and ensuring the delivery of mandated services to facilitate the student's attendance and access to appropriate education. The District McKinney-Vento Liaison assesses students and families; interprets laws relating to homeless, foster and delinquent students; works as a team member to develop intervention strategies; provides case management; monitors student progress; and makes referrals. Position also acts as a resource to school's district staff and conducts related training.

Part II: Supervision and Controls over the Work:

The District McKinney-Vento Liaison works under the supervision of an administrator (Director of Social Services) and receives specific project and work direction and guidance from a variety of staff members to include school staff, special staff and other school/department administrators. Work is controlled and/or guided by professional practice, school and district policies, federal guidelines, procedures and specific directions and expectations.

Part III: Major Duties and Responsibilities (depending on specific assignment):

1. Interprets laws relating to homeless, foster and delinquent students; and ensures the delivery of mandated services and prepares state and local reports including ODE data collection and reporting.
2. Assesses students identified as homeless, foster and delinquent and makes visits to living areas/shelters to assess the family environment.
3. Collaborates with school staff to develop interventions for students identified as homeless, foster and delinquent and develops individualized service plans.

4. Implements case management services; monitors student/family progress and status; and makes referrals to other professional staff members or community agencies as needed.
5. Serves as a liaison between schools and such agencies/facilities as homeless shelters, social services, court services, and the police department to coordinate assistance for homeless students.
6. Provides families with information related to the needs of their child and acts as a resource to parents/guardians by providing family support activities and communicating available services.
7. Attends school and community meetings as necessary, completes yearly stats, and manages Family Support Center Website.
8. Acts as a resource to school-based administrators, guidance counselors, teachers, and health services personnel regarding homeless students, interpretation of homeless/school attendance policies and laws, and record-keeping requirements.
9. Conducts training to school staff on school laws as it relates to the homeless, foster and delinquent student population; and recommends strategies for supporting the needs of these students.
10. Maintains necessary records ensuring confidentiality of students and their families and prepares related reports with the assistance of the staff and family liaisons.
11. Models nondiscriminatory practices in all activities.
12. Provides guidance and training to student family liaisons.
13. Performs other duties as assigned.

Part IV: Minimum Qualifications:

1. The District McKinney-Vento Liaison must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Must possess a Master's degree in Social Work (MSW) with some related experience providing services for school aged children; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities.
3. Must possess a demonstrated knowledge and understanding of school law as it relates to homeless students; intervention strategies; and referral sources.
4. Must possess excellent assessment, case management, interpersonal, and communication skills.
5. Must possess the ability to interpret homeless law; provide support activities for students and their families; and conduct training to staff.
6. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies.
7. Ability to interact with students, parents, staff, and community members, personally, telephonically, and through electronic communications, in a warm and confident manner.
8. Initiative and ability to follow directions and meet designated timelines.
9. Ability to maintain confidentiality of all school and personnel matters.

Part V: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak.
- Duties are performed in various environments to include in an office environment, at school sites, at homeless shelters, and in the community with no unusual physical demands.
- Work involves physical effort encountered in normal, everyday office activities.
- Position requires occasional local travel in the community.
- The District McKinney-Vento Liaison must occasionally lift and/or move 25 to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties. The noise level in the work environment is usually moderate but can be loud on occasion.