

JOB DESCRIPTION
Puyallup School District
Unrepresented Level 8

MCKINNEY-VENTO LIAISON

Purpose Statement:

The job of McKinney-Vento Liaison aids personnel in awareness, identifying and removing barriers for homeless youth.

Essential Functions:

- Builds relationships with students and families to address needs related to homelessness.
- Gives homeless children and youth opportunities to meet the state's challenging academic standards.
- Identifies homeless children and youth.
- Resolves disputes promptly.
- Increases the awareness of all school personnel of the needs of homeless children or youth.
- Enables homeless children and youth to participate in federal, state, and local nutrition programs for which they are eligible.
- Identifies unaccompanied homeless youth and youth separated from public schools and link them to appropriate secondary education and support services.
- Removes barriers to receiving appropriate credit for full or partial coursework satisfactorily completed while attending a prior school.
- Removes barriers to accessing academic and extracurricular activities, including magnet school, summer school, career and technical education, advanced placement, online learning, and charter school programs, if available.
- Addresses problems resulting from enrollment delays caused by requirements for immunization or other required health records; residency requirements; lack of birth certificates, school records, or other documents; guardianship issue; or uniform or dress code requirements.
- Reviews and recommends revisions to policies to remove barriers to identification and school retention of homeless children and youth, including barriers to enrollment and retention due to outstanding fees or fines, or absences.
- Ensures that homeless children and youth are not stigmatized or segregated based on homelessness.
- Collaborates with students and families to eliminate transportation barrier by picking up and dropping off student with attendance issues as an intervention, as needed.
- Ensures school counselors advise homeless youth of college preparation and CTE programs.
- Assists in retrieval of technology equipment and other school property when appropriate.
- Confers regularly and participate in RTI attendance meetings with teachers, counselors, administrators, and other staff to identify problems of tardiness, attendance, and student truancy.
- Works closely with counselors, teachers, and other staff to identify and mentor students.
- Complies with all district policy and procedures
- Communicates effectively with colleagues, students, and parents
- Supervises as needed
- Maintains confidentiality concerning student and/or families
- Attends district and area meetings
- Serves as an advocate
- Attends meetings as required by the department and related service organizations.

- Maintains regular, predictable, and punctual attendance during regularly scheduled work hours at assigned worksite
- Meets travel requirements of the position
- Performs the physical requirements of the position, work within the established working conditions of the position
- Works a flexible schedule, which may include evenings
- Performs other job functions as assigned

Job Requirements: Minimum Qualifications
Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include use of interpersonal and verbal skills to defuse emotional situations, calm upset individuals, allay fears and lessen confusion.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes attendance and truancy knowledge, problem-solving, communication, and listening techniques; specific program rules and regulations, procedures, and guidelines; principles and practices of early intervention services; and applicable federal state and local laws, rules, regulations, policies, and procedures.

ABILITY is required to schedule a considerable number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: identify needs, record data and complete and maintain necessary documentation and do follow up work in a timely manner; operate a personal computer; work in partnership with family participants; handle stressful situations; maintain harmonious working relations with co-workers, clientele, service providers, funding agencies and general public; understand and follow written and verbal instructions; communicate effectively verbally and in writing to audiences of various social, cultural, ethnic and educational and economic backgrounds; effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner; meet the travel requirements for the position.

Responsibility

Responsibilities include working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units/locations are often required to perform the job's functions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; limited stooping, kneeling, crouching,

and/or crawling; and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Educational background or experience in social services, health, or education; bilingual and bi-cultural capabilities and experience, particularly knowledge of and experience with linguistic/cultural/ethnic families and communities preferred. Bilingual English-Spanish speaking preferred, but not required.

Education: BA/BS in social/human services, behavioral sciences, communication, education, or another related field is preferred, but not required. Community College and/or Vocational School degree with study in job related area will be considered.

Required Testing

None Specified

Certificates & Licensing

Valid Driver's License and Evidence of Insurability
Drivers Abstract

Continuing Education/Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance