



# Romoland School District

## JOB DESCRIPTION

### SCHOOL ENGAGEMENT/FOSTER YOUTH LIAISON

#### **DEFINITION:**

Under general supervision of the Director of Educational Services, the School Engagement/Foster Youth Liaison assists parents in understanding school procedures, programs and goals; administers parent outreach and parent involvement programs; provides follow-up and communication with parents concerning issues that may be affecting their child's education; meets with parents and pupil in home or school setting; performs liaison duties between school and community. Required to perform a variety of clerical tasks and other job related duties as assigned.

#### **DUTIES and RESPONSIBILITIES:**

- Serves as a resource to school staff for consultation regarding family needs
- Supports certificated staff in outreach and contact with parents
- Maintains thorough records, logs and reports as directed
- Translates materials in Spanish for parents
- Meet parents both on the school campus and in parent homes in order to match school and community services to parent needs.
- Collaborates with school principal to organize and conduct parent information meetings.
- Maintain the confidentiality of sensitive and confidential information.
- Promote parent education and involvement in various school programs and other activities; provide information and materials to parents to assist them in utilizing community and school services and resources.
- Conduct outreach to parents regarding student performance in the areas of attendance, behavior, academic achievement, and health.
- Make scheduled home visits to acquire information and discuss school-related issues such as absenteeism, illness, behavior and other matters.
- Conduct and coordinate parent training and associated school committees; arrange training schedule, speakers, meeting sites and presentations; prepare and distribute related materials.
- Participates in the recruitment and development of parent leaders to serve on various sites and district leadership bodies.
- Collaborates with family engagement and community partners to bring resources and services to sites for students and parents.
- Assists schools in developing and enhancing parent communications, school site plans and school reporting for parent involvement.

**DUTIES and RESPONSIBILITIES**, continued

- Assists to capture and report data on program and resource utilization by parents, staff and students.
- Attends training workshops and professional development as directed.
- Prepares and presents oral and written reports concerning home visits, family meetings and/or consultants.
- Coordinate SART/SARB process in collaboration with site/district administration and office staff.
- Provide services to foster and homeless students and families.
- Collaborate with county agencies to promote services for foster and homeless students and families.

**KNOWLEDGE and ABILITIES:**

- Ability to read, write and speak English and Spanish.
- Ability to use computers and software.
- Familiarity with office practices, record-keeping, report writing, and school policies.
- Considerable knowledge of communications techniques.
- Ability to organize individual or group programs.
- Ability to interpret student and parent concerns to school staff and school problems to students and parents.
- Ability to explain, confer, mediate or train as appropriate to situations presented.

**Education and Experience:**

- Possession of a Bachelor's Degree.
- Background in social work or related field preferred.
- Experience working with school-age children and parents.
- Experience with Spanish translation verbally and in writing.

**PHYSICAL DEMANDS and WORKING CONDITIONS:**

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines.
- Able to conduct verbal conversation in English.
- Able to hear normal range verbal conversation (approximately 60 decibels).
- Able to sit, stand, stoop, kneel, squat, bend, lift (25 pounds), carry (25 pounds), push/pull (25 pounds), and walk.
- Able to climb slopes, stairs, steps, ramps and ladders.
- Able to exhibit full range of motion for shoulder, elbow, back, hip, and knee.
- Able to operate office machines and equipment in a safe and effective manner.
- Able to demonstrate manual dexterity necessary to operate computer equipment with speed and accuracy, and in a safe and efficient manner.

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.

**LICENSES REQUIRED:**

A valid California Motor Vehicle Operator's License and possession of a car.

***Employment Category:* Classified Bargaining Unit**

**Work year: 247 Days**

**Hours: 8 Hours**

**Salary Schedule: Row 26**

Board Approved: 8/11/2015