

## Education Services Student Liaison

### **Definition:**

Under the direction of the Director of Categorical Programs and Grants, the liaison for students with unique needs (homeless and foster immigrant and English language learners) is responsible for ensuring the identification, school enrollment, attendance, and opportunities for academic success of students.

The primary duty of the Liaison position is to ensure that the educational rights of homeless/foster preschool aged and school aged children are protected in accordance with the McKinney-Vento Homeless Assistance Act and the Foster Youth Education Rights. The position plays a critical role in stabilizing students and promoting academic achievement at the individual, school, and district level.

### **Qualifications:**

#### Education/Experience

- A Bachelor's degree in a related field or sufficient training and experience to demonstrate the knowledge and abilities.
- A minimum of five years of experience in social work or a related field.

#### Knowledge of:

- Principles and procedures related to student support programs and services.
- Graduation and college entrance requirements.
- Counseling techniques, laws, rules and regulations.
- Child abuse reporting laws.
- Registration process.
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of District students.
- Federal, state, and local governmental and non-governmental agencies.
- Federal legislation and requirements in regards to homeless education principles and practices.
- The community and its resources.

### **Essential Duties and Responsibilities**

- Works under the Director of Categorical Programs as a resource on homeless/foster education issues, practices and federal legislation.
- Informs school personnel, parents and guardians of academic services and programs provided for these children.
- Conducts homeless/foster education training to meet the needs of Folsom Cordova Unified School District staff. Works to sensitize school staff to the causes and the effects of homelessness/foster on the academic development of children and the unique needs of homeless/foster children.
- Stays current with laws, regulations, and policies which impact homeless students and shares that information with District administration.
- Provides support for parent involvement in education.
- Provides links between the students, families and District resources for enrichment and/or academic support. Seeks program support from State and Federal programs and other education programs.
- Works to ensure that homeless/foster students enroll, and promotes full and equal opportunity to succeed in school.
- Works with school administrative assistants to track attendance for all homeless/foster students; follows up on attendance issues with families, and other appropriate parties on a regular basis.
- Using the data systems available, gathers academic data on homeless/foster students and shares data with appropriate District personnel for additional academic support.
- Works to assure that homeless/foster students are fully integrated within the educational programs.
- Works with the student information system to evaluate the academic status of the homeless/foster on a timely basis. Analyzes school test data to determine targeted needs.
- Communicate effectively with students, parents, and appropriate District staff regarding student progress.
- Uses computer applications such as spreadsheets, word processing, DataTool, Student information system and email/Test/Virtually in the performance of the job.
- Performs other duties as may be assigned.
- Works collaboratively to maintain up-to-date identification of homeless students in the Student identification system and foster students in the Foster focus system.

**PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.