

**PLEASANTON UNIFIED SCHOOL DISTRICT**  
**Job Description**

<b>Title:</b>	Youth and Family Liaison	<b>Reports to:</b>	Program Supervisor/ Administrator
<b>Job Category:</b>	Student Support	<b>Classification Unit:</b>	Classified
<b>Board Approval:</b>	12/12/2024	<b>Current Salary Grade:</b>	23
<b>Job Description Revised:</b>		<b>FLSA Status:</b>	Non-Exempt

**Job Description:**

Under supervision of Administrator/Program Supervisor within Student Services, the Youth and Family Liaison is responsible for supporting targeted needs of students, parents/guardians and families identified as McKinney Vento, Foster, or Kinship. Serve as the liaison between schools, caregivers, parents, educational rights holders, group homes, governmental agencies and other community based organizations and conduct other related work as required.

**ESSENTIAL FUNCTIONS:**

- Implement current best practices related to state and federal laws pertaining to homeless, foster and kinship youth education and support.
- Assist school and district staff with appropriately identifying homeless and foster / kinship youth students and maintain appropriate documentation and coordination of services to remain in compliance with all state and federal laws.
- Serve as a primary communication liaison with parents/guardians and students to facilitate access to information about the school programs, relevant governmental programs, non-profit agencies, District policies, and community services.
- Participate in various site and district meetings including but not limited to COST, SST, SART, SARB as a liaison for students identified as McKinney Vento, Foster, or Kinship.
- Collaborate with social workers and local agencies regarding McKinney Vento, Foster and Kinship case management
- Organize and advocate for the needs of youth and families; assist in the development and implementation of community wide projects including access to physical, behavioral, and mental health resources (i.e. workshops, parent/guardian training sessions, health fairs, mental health trainings, dental screenings, immunizations, job fairs) through coordinating with existing district and community based resources.
- Conduct parent/guardian home visits/ off site meetings to promote the academic, behavioral and attendance progress of homeless and foster youth students.
- Plan, organize and implement McKinney Vento holiday support programs.
- Hold warm handoff meetings with the Tri-Valley's county funded unhoused agency.
- Prepare and distribute a monthly resource newsletter with community resources.
- Assist parents/guardians identified as homeless in locating and enrolling in skill development courses to help promote parental effectiveness and student achievement.

- Maintain a variety of records related to assigned activities including records for program participation, progress, and referrals; provide required information and prepared reports as needed.
- Facilitate transportation support for homeless and foster youth students as needed and in accordance with district policy, state and federal laws.
- Consult with relevant staff to ensure compliance with district policy, state and federal laws.
- Attend a variety of meetings, conferences and workshops to promote best practices and ensure the district's compliance with McKinney Vento Act and foster /kinship youth related laws.
- Gather, track, summarize and participate in the support of academic, behavior and attendance data of the district's homeless and foster youth students.
- Facilitate stakeholder meetings representing our homeless and foster youth students to help the district best develop goals and allocate support to homeless and foster youth students in alignment with the district's Local Control and Accountability Plan (LCAP).
- Develop collaborative relationships with district staff, local service providers, including shelters, food banks, housing agencies, public preschool programs, faith-based organizations, and business partners.
- Use a trauma-informed approach when communicating with parents, guardians, and students about their needs.
- Plan and participate in workshops, meetings, community events, and other activities as assigned; receive and present information related to family and child support services.
- Prepare a variety of assigned activities including surveys, activities, grant proposals, reports, memos and letters; process documents and materials and disseminate information to appropriate parties.
- Provide assistance in collaboration with district college/career center in applying for student financial aid in higher institutions (FAFSA/DREAM Act Applications).

## **QUALIFICATIONS**

### **Knowledge of:**

- State and federal laws pertaining to McKinney Vento, homeless and foster youth students
- Maintain a valid California Driver's License
- Basic computer skills and records keeping as appropriate for this position
- Ability to work with students and families representing diverse cultural, racial, ethnic and linguistic groups
- Procedures, methods, techniques, and strategies utilized in dealing with sensitive school and community challenges, issues, and concerns
- Correct oral and written usage of English and a designated second language
- Preferential bi-lingual in English and Spanish

### **Ability to:**

- Provide liaison services to the educational community creatively and innovatively.
- Maintain records and prepare reports related to assigned activities.
- Assist in the conduct of parent volunteer programs.
- Effectively perform McKinney Vento assessments.
- Adapt and implement programs and activities designed to enhance educational opportunities.
- Establish and maintain cooperative educational and community relationships.
- Relate effectively with diverse staff, students, and community.
- Schedule activities, meetings, and/or events.
- Understand and carry out oral and written directions.
- Operate a variety of job-related equipment including a copier, computer and assigned software.
- Read, write, translate and interpret English and a designated second language.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

**EDUCATION AND EXPERIENCE:** Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: AA in Social Services or related field

Experience: Job-related experience within a specialized field

Required licenses, certificates, continuing education, training and other requirements:

- Valid driver's license

**DESIRABLE QUALIFICATIONS:**

- Coursework or training related to the job is preferred.

**WORKING CONDITIONS:**

Environment: Indoor/office environment

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Occasional lifting, carrying, pushing, and/or pulling as assigned by the position
- Some climbing and balancing
- Some stooping, kneeling, crouching, and/or crawling
- Significant fine finger dexterity
- Generally, the job requires 50% sitting, 25% walking and 25% standing

Hazards:

- N/A

**OTHER:**

Required Testing:

- Pre-employment Test

Clearances:

- Criminal Justice Fingerprint/Background Clearance
- State Mandated Training
- TB Clearance
- Valid Adult/Child/Infant CPR/First Aid certificate

*Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.*