

LIBERTY UNION HIGH SCHOOL DISTRICT

Child Welfare & Attendance Liaison

DEFINITION

Under the supervision of the Assistant Superintendent, Administrative/Student Services, the Child Welfare and Attendance or Student Services Liaison is responsible for supporting students facing challenges related to school attendance, child welfare, and overall academic success. This includes students experiencing homelessness, in foster care, migrant students, and/or involved with the juvenile probation system. The liaison plays a key role in addressing barriers to attendance and student well-being, collaborating with school staff, families, community agencies, and external organizations to ensure students receive the support needed for academic success and emotional well-being. The liaison also ensures that students are informed about graduation credit exemptions available under state and district laws.

EXAMPLE OF DUTIES

Be aware of current best practices, state and federal laws pertaining to homeless, foster, migrant and probation youth education and supports. Assist school site staff with appropriately identifying homeless, foster, migrant and probation youth students and maintain appropriate documentation and coordination of services. Serve as the communication link between school and the home, group home, parent, caregivers and relevant governmental and non-profit agencies. Conduct home visits to promote the academic, behavioral and attendance progress of chronically absent, homeless, foster, migrant and probation youth students. Deliver educational related materials (e.g. school supplies and clothing) to homeless, foster, migrant and probation youth students as necessary. Advocate for policies that support students' welfare and view attendance within the broader context of well-being. Provide immediate support during crises such as trauma, abuse, family separation, or legal issues. Coordinate transportation support for homeless, foster, migrant and probation youth students as needed and in accordance with district policy, state and federal laws. Consult with relevant site staff to ensure compliance with district policy, state and federal laws and stay informed about state laws and district policies regarding graduation credit exemptions for students facing challenges. Attend a variety of meetings, conferences and workshops to promote best practices and ensure the district's compliance with homeless, foster, migrant and probation youth related laws. Offer training and resources to school staff on supporting homeless, foster, migrant, probation youth, and chronically absent youth. Gather, track and summarize academic, behavior and attendance data of the district's homeless, foster, migrant and probation youth students. Promote parental and community involvement and engagement. Serve as the District SARB Co-Chair and assist in leading district attendance efforts to mitigate chronic absenteeism. Coordinate stakeholder meetings representing our homeless, foster, migrant and probation youth students to help the district best develop goals and allocate supports to homeless, foster, migrant and probation youth students in alignment with the district's Local Control and Accountability Plan (LCAP).

QUALIFICATIONS

Knowledge of:

- State and federal laws pertaining to 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.
- Ability for work collaboratively with others
- Able to clearly communicate with others orally and in writing in English.
- Employee must be able to use personal vehicle during course of work
- Preferential bi-lingual in English and Spanish

Education

- High School diploma
 - Desirable: One (1) year of college or equivalent combination of education and experience related to primary characteristic of this job.