ALAMEDA UNIFIED SCHOOL DISTRICT
Excellence & Equity For All Students

	Wellness & Resource Coordination Liaison	Reports To:	Coordinator of Student Services	
Department:	Student Services	Bargaining Unit:	☐ CSEA 860 ☐ CSEA 27 ☐ AEA	☐ Management ☐ Confidential ☒ Unrepresented
Hours:	Varies	No. of Work Days:	200	
FLSA Classification:	☐ Exempt ☒ Non Exempt	Type:	☐ Reclassification ☐ Update of job description ☒ New job description	
Salary Schedule:	☐ Contract ☐ Executive Cabinet ☐ Administrative/Supervisory ☐ Confidential		☐ Licensed ☒ Unrepresented ☐ CSEA 27 ☐ CSEA 860	

DEFINITION

Under general supervision, facilitate the enrollment, retention and educational success of unhoused students, foster students and students who are at risk of being unhoused. Ensures compliance with the McKinney Vento Homeless Education Act, AB 167, AB 490 and EC 48206.3. The position is also responsible for acting as a liaison between the District's partnerships with Community Based Organizations and site COST teams in an effort to implement Tiered interventions and respond to identified student/family need. Work to enlist and engage various community resources with a particular emphasis on culturally and linguistically diverse offerings.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Coordinator of Student Services.

ESSENTIAL FUNCTIONS

- Ensures that unhoused students have access to school services, e.g. after school programs, special education, mentoring, vocational training, associated student body activities, promotion, graduation, fieldtrips.
- Works in a liaison capacity to improve communication and collaboration between schools, family shelters, and social service agencies.
- Work closely with school site administrators, MTSS ToSA and Community partners to align and implement family support strategies linked to student learning and engagement.
- Coordinate Tiered interventions and services as needed and maintain records of interventions and supports in the student information system (Aeries).
- Facilitate individual meetings with families, including home visits, to provide resources and referrals to service that support their student's academic success, improve attendance, and social-emotional well-being.

- Provides supports to school site parent/guardian groups to encourage family engagement and involvement in their student's education.
- Attend professional development sessions and meetings with district staff that support the work or connect with resources that benefit students/families. Attend other agency or other school network meetings to connect the school community with community resources for families and students (PTSA, Back to School Night, etc.).
- Organizes, transports, assembles, and distributes supplies to unhoused students or students at risk of being unhoused.
- Coordinates a variety of programs in assistance of underserved, disengaged students who are chronically absent.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:
- AUSD school policies and procedures
- Overall knowledge of child safety, nutrition, discipline and support for education
- Family issues regarding unstable income, including those related to unhoused and transitional families
- Foster youth issues
- Multicultural and community issues including a respect for diverse traditions and cultures
- MS Office Suite (Word, Excel, PowerPoint)
- Aeries Student Information System

Ability to:
- Organizing resources from community partners
- Facilitate workshops and small group meetings
- Work as a contributing member of a team
- Work collaboratively with families, staff, schools, local social service agencies and other groups within a multicultural community
- Apply effective work strategies including flexibility, good organization and time management, ability to work independently and prioritize multiple work tasks.
- Communicate effectively in speech and writing
- Determine and maintain confidential information
- Exercise good judgement
- Maintain accurate records and materials

Education and Experience:
- Graduation from high school with additional specialized training in working with children and families.
- Evidence of success in coordinating community resources, partnering with students and families.

Licenses and Certifications:

- POSSESSES AND MAINTAINS A VALID CALIFORNIA CLASS C DRIVER'S LICENSE AND CLEAN DRIVING RECORD.

PHYSICAL DEMANDS

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency		Activity	Frequency
Bend	**O**		Lift/carry 0-10 lbs	**F**
Twist	**O**		Lift/carry 11-25 lbs	**F**
Squat	**O**		Lift/carry 26-40 lbs	**O**
Kneel	**O**		Lift/carry 41-100 lbs	**N**
Climb	**O**		Stand	**F**
Reach above shoulder	**O**		Walk	**F**
Grip/Grasp	**F**		Sit	**F**
Extend/Flex Neck	**O**		Drive	**F**
Use Dominant Hand	**F**		Perform Repetitive Hand Motions	**F**
Use Non-Dominant Hand	**O**		Keyboarding/Mouse Work	**O**
Ability to See	**F**		Ability to Hear	**F**

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees occasionally work outdoors and are exposed to dust, fumes, allergens, vermin, parasites, or insects.

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.