

FOSTER AND McKINNEY VENTO FAMILY & COMMUNITY LIAISON

DEFINITION

Under general supervision, the Foster and McKinney Vento Family & Community Liaison promotes and enhances the school, family connection by establishing strong ties and partnerships with the local Foster and McKinney Vento community. This position requires the incumbent to coordinate resources available to Foster and McKinney Vento students and families as well as encourage family involvement in school educational programs. The Foster and McKinney Vento Family & Community Liaison also provides supplemental assistance and connection services specified for foster youth support and homeless support. This position is utilized as a resource to support the unique educational and culturally related academic needs of Foster and McKinney Vento students and families within our District, with the goal of increasing school readiness, school attendance and graduation rates among our Foster and McKinney Vento students.

ESSENTIAL FUNCTIONS

- Serve as a liaison between Foster and McKinney Vento students, families, staff, social workers, foster youth agencies, homeless agencies and the community at large
- Gather student performance data for progress monitoring
- Communicate with Foster and McKinney Vento families and the community to promote a culture of mutual understanding and respect
- Compile student/family information for a variety of uses (e.g. state reporting, outside agency use, etc.)
- Generate specific weekly reports for both McKinney Vento and foster youth
- Reconcile data on a weekly basis using different data sources
- Serve as a resource for Foster and McKinney Vento students and families by coordinating resources available to students and families
- Collaborate with social workers, foster youth agencies, Riverside County Office of Education and other local entities that provide resources available to Foster and McKinney Vento families
- Provide appropriate referrals and advocacy for families as needed and provide follow-up to determine the outcome of services provided to support families in accomplishing their goals
- Assist Foster and McKinney Vento families in applying for school and community programs and services
- Collaborate with District and school staff to develop programs and classes to support Foster and McKinney Vento parents and students
- Assist in coordination of professional development and staff training focusing on supporting Foster and McKinney Vento students
- Coordinate and organize programs, meetings, workshops and educational classes to encourage parent participation and develop parenting skills, understanding of school/District processes and parent/student success
- Assist in recruiting parents and community members as school volunteers
- Facilitate outreach to Foster and McKinney Vento families, community leaders and organizations for the purpose of developing resources and building partnerships with community members
- Maintain permanent, confidential student records
- Attend and assist with Foster Youth Advisory Council
- Collaborate with school and District staff, Foster and McKinney Vento families and other agencies to improve the overall success of Foster and McKinney Vento students and to address issues such as chronic absenteeism, behavior and drop-out prevention
- Assist in providing supplemental services to assist students with academics, behavior and attendance
- Attend and participate in foster/homeless and community events to receive and present information and enhance the school/community connection

- Prepare and distribute a variety of written materials (e.g. emails, broadcast messages, newsletters, announcements, reports, memos, flyers, etc.)
- Maintain a variety of paper and electronic files and records to provide required information and/or documentation
- Respond to inquiries from a variety of sources (e.g. parents, community agencies, auditors, students) to provide information and direction
- Navigate and utilize current technology and engage in consistent, transparent, innovative and two-way communication through, but not limited to, telephone auto-dialer systems, social media and websites
- Initiate phone calls and conduct home visits with administration or staff to Foster and McKinney Vento students and families, as needed
- Coordinate transportation arrangements to meetings for parents who request assistance
- Participate in various meetings, as support staff (e.g. IEPs, SST parent/teacher meetings, etc.), as needed
- Perform recordkeeping and clerical functions (e.g. copying, faxing, data entry, scheduling meetings/appointments, proofreading, filing, etc.)
- Engage regularly in public speaking including group and community presentations and activities at site meetings
- Inform staff through regular meetings regarding community trends, in relation to supporting the needs of students and available services
- Set priorities, meet deadlines, evaluate outcomes and adjust activities to get results
- Support and implement the District's Strategic Plan
- Understand and follow written and oral direction
- Establish and maintain cooperative relationships with management, other employees and persons contacted through the course of work
- Maintain a high level of ethical behavior and confidentiality of information about students and staff
- Participate in District in-service training as required
- Utilize and promote the 40 Developmental Assets
- Perform other related duties as assigned

QUALIFICATIONS

Knowledge of:

- Foster and McKinney Vento history and an in-depth awareness and understanding of the issues and concerns students and families face
- Special needs of Foster and McKinney Vento students and families
- Community resources and the District's educational program
- Current office methods and equipment, including Microsoft Office and Google Drive programs and the preparation of correspondence
- Correct English usage, spelling, grammar and punctuation
- Basic methods, policies and procedures of assigned work areas
- Methods for gathering data and utilizing it to obtain and measure goals
- The 40 Developmental Assets

Ability to:

- Type accurately at a rate of 45 net words per minute or higher
- Obtain and provide the District with a complete Department of Motor Vehicles (DMV) Vehicle/Vessel Registration (VR) Information Record upon request
- Complete a DMV Employer Pull Program - Authorization for Release of Driver
- Understand the needs of Foster and McKinney Vento students and families
- Maintain Confidentiality in carrying out responsibilities
- Support a friendly atmosphere where staff, parents and community members feel welcome
- Develop procedures, methods, techniques and strategies used in the effective development of school, parent and community partnerships

- Understand how community members contribute to school program goals and objectives
- Enlist the community's support and involvement in the educational process
- Work flexible hours to accommodate after-hours meetings and/or community events
- Adapt to changing work priorities, remaining flexible and focused during interruptions and distractions
- Maintain physical, mental and emotional stamina necessary to perform the essential functions and responsibilities of the position
- Work effectively and efficiently, both independently and as a member of a team, to contribute to a positive work environment
- Communicate and relate effectively with racially, ethnically, culturally, and socio-economically diverse staff, students and community members including varying economic and education levels
- Demonstrate effective communication and interpersonal skills
- Perform general clerical work of above-average difficulty with speed and accuracy
- Make arithmetical calculations with speed and accuracy
- Understand and carry out written/typed/email and oral directions
- Maintain consistent, regular and punctual attendance
- Use good judgment in the application of District and school policies
- Demonstrate tact, diplomacy and good judgment
- Establish and maintain effective working relationships with those contacted in the course of work
- Accept change positively and support new ideas and methodologies
- Follow District, state and federal rules, policies, regulations and laws
- Meet rigorous timelines and schedules
- Speak Spanish (desirable)

EDUCATION (diplomas, licenses, certificates)

- High School Diploma or General Education Diploma (GED)
- Associate's Degree (preferred)
- Post-secondary coursework related to Foster and McKinney Vento studies (preferred)
- Possession of a valid and appropriate California driver's license; have minimum required insurance coverage as mandated by the state of California for operation of a vehicle

EXPERIENCE

- Experience working with and serving the public, specifically Foster and McKinney Vento families (preferred)
- In-depth knowledge, understanding and awareness of issues that Foster and McKinney Vento students and families face
- Two years responsible and successful experience in community relations, social service or youth-related employment

WORKING CONDITIONS

Environment:

- Varies from a climate controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat
- Office environment; constant interruptions
- Outdoor environment; drive a District or personal vehicle to conduct work, visit school sites, travel to other organizations and companies, meetings and workshops

Physical Abilities:

- Pre-employment physical
- Hearing and speaking to communicate within normal range (approximately 60 decibels), give directives to small or large groups of people and exchange information in person and on the telephone
- Read printed material and computer screens

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Ability to lift and carry 60 pounds
- Ability to exhibit a full range of motion for shoulder, elbow, back, hip and knee
- Ability to sit for extended periods of time, stand, stoop, bend, climb and walk
- Ability to climb a ladder for purposes of inspection when necessary
- Ability to work in a wide range of weather conditions
- Kneeling, bending at the waist and reaching overhead above the shoulders and horizontally to retrieve and store files and supplies

EQUAL OPPORTUNITY EMPLOYER

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