

TITLE: DISTRICT LIAISON: HOMELESS/FOSTER CHILDREN SERVICES

QUALIFICATIONS:

1. Bachelor's degree or equivalent combination of education, training and/or experience in related area
2. Knowledge of state and federal regulations and guidelines related to programs for homeless and foster children including but not limited to No Child Left Behind Act (NCLB) and McKinney-Vento Homeless Assistance Act
3. Knowledge of community agencies and resources available to assist with student and family needs
4. Ability to work effectively with staff, students, parents and public
5. Skill and accuracy in oral and written expression
6. Valid California driver's license and car for use on district business
7. Ability to work flexible schedule
8. Bilingual ability (English/Spanish) desirable

REPORTS TO: Administrator as assigned

JOB GOAL: To plan and supervise activities to best meet academic and social needs of District homeless children and foster youth

PERFORMANCE RESPONSIBILITIES:

1. Serves as District liaison for foster youth and homeless children
2. Facilitates school site efforts to identify and serve homeless students and foster youth
3. Assists in making referrals to and coordinating services with community organizations
4. Assists homeless students and foster youth to enroll immediately in school and facilitates proper educational placement as provided in law and policy
5. Ensures homeless students and foster youth receive educational services for which they are eligible to include full and equal opportunity to succeed in school
6. Assists parents in obtaining and facilitates prompt transfer of educationally-relevant records
7. Provides or arranges for appropriate parent/guardian education
8. Assists in disseminating appropriate notices of educational rights of homeless students and foster youth at places where children and families receive services
9. Informs parents/guardians of available transportation services and assists in arranging transportation for which students are eligible
10. Assists families to enroll in free/reduced meals program for which they are eligible
11. Assists in providing information to resolve school enrollment disputes consistent with law and policy
12. Oversees program evaluation activities including but not limited to identification of homeless students and foster youth, tracking attendance, and enrollment continuity in regular and special programs
13. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; classified salary schedule, class 30

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable.