

Magnolia School District

MCKINNEY VENTO COMMUNITY LIAISON

DEFINITION

Under general supervision of the Executive Director Student Services and in conjunction with the District Homeless Liaison, serves as a liaison between the district, families, and community agencies; performs a variety of specialized and sophisticated communication responsibilities, exercising a degree of self-direction and independence; provide outreach to families identified as McKinney Vento residing in motels, hotels, and other living situations; performs other related work as required.

EXAMPLES OF DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Promotes positive communication and assists in fostering a climate of understanding and cooperation among home, school and community;
- Provides assistance to families of identified students; participates in the identification of needy students or families; assists parents with applications for services and transportation; makes referrals to community agencies as appropriate; assists families with obtaining services;
- Travels to and provides outreach at the families' residence (motel, hotel, or other dwelling);
- Provide parents with assistance to establish a strong home to school connection;
- Presents school and district to community in a positive manner;
- Engages in parent interventions at schools and at families homes;
- Coordinates parent education programs, conducts meetings;
- Solicits ongoing support and coordinates fund raising from corporate and local businesses;
- Informs, advises or directs students and parents on solving attendance related problems;
- Refers families and students to community resources and school administrators when necessary;
- Meets with students and parents regarding student attendance problems as part of the School Attendance Review Team (SART)/School Attendance Review Board (SARB);
- Recruits parents, community and others as volunteers for the school;
- Translates and interprets materials and school and district policies, programs and activities for parents, school personnel, students, and others as requested; translates during parent conferences and other meetings;
- Maintains records documenting home visits and resources given;
- Other Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- McKinney Vento policies and procedures;
- Goals and objectives of the educational programs;
- Correct English usage, spelling, grammar, and punctuation;
- Basic mathematics;
- Procedures, methods, techniques and strategies utilized in dealing with sensitive school and community problems, issues and concerns;
- Motivational and promotional techniques;
- Principles and procedures of record keeping including current educational technology;
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Maintain school records and confidentiality;
- Share and focus on district/school goals;
- Understand, carry out, and interpret oral and written instructions;
- Communicate effectively in oral, written and electronic form;
- Be resourceful and work in a self-directed manner;
- Work confidentially with discretion;
- Maintain effective working relationships with staff and community;
- Operate a vehicle observing legal and defensive driving practices;
- Establish and maintain effective and harmonious working relations with school staff, fellow employees, supervisors and the public;
- Maintain work pace appropriate to given workload;
- Accurately type at sufficient speed in order to perform functions of the job;
- Bend, kneel or crouch to assist students;
- Reach overhead, above the shoulders and horizontally;
- Read, interpret, apply and explain rules, regulations, policies and procedures.

Education:

- High school diploma or equivalent.
- Post-secondary Education – Preferred.
- Pass a rigorous District test related to the field applied.
- AA degree in a related field of community services, social work, counseling, or social services preferred.

Experience:

- One year of related experience in school based and/or a social services program is desirable.
- Knowledge of community agencies to support homeless families in need of food, clothing, shelter, and medical.

License Requirement:

- Must hold a valid California Driver's License.
- Read, write and speak (fluently) English and Spanish (Bilingual/Biliterate).

WORKING ENVIRONMENT

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee's primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Depending on the work location, this assignment may involve sitting some of the time, but will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 30

Revised: 9/20/12; 6/19/14; 02/2017

Approved: 04/2017

EQUAL OPPORTUNITY EMPLOYER
