



PURPOSE:

- Develop and support the education of homeless children and develop open communications between the school, families, and community resources. The McKinney-Vento Liaison plays a pivotal role in developing this high level of communication and resources.

REPORTS TO:

- Supervisor of Student Services

QUALIFICATIONS:

- High school diploma or equivalent
- Valid Oregon Driver's License
- Ability to work flexible hours, including evenings and/or weekends to serve MV and foster care populations
- A minimum of a Bachelor's Degree or combination of education and experience pertinent to position preferred, job related experience with increasing levels of responsibility desired
- Must have one of the following:
 - Completion of 2 years postsecondary study
 - hold an Associate's degree or higher
 - or be able to pass the district's assessment test of reading, writing, math and instruction.
- Maintain a valid Oregon Driver's License and personal transportation.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Excellent written and oral communication skills
- Excellent computer skills, including word processing, spreadsheets and other applications
- Ability to take the initiative, to work independently and follow directions
- Knowledge of efficient office procedures and practices
- Communicate effectively with individuals and groups, often concerning sensitive information
- Understand all federal guidelines as they pertain to the eligibility of children and provision of services for the McKinney-Vento Homeless Program
- Coordinate with agencies and schools to obtain document, supplies, services, housing, educational resources and other basic necessities
- Maintain a high level of ethical behavior and confidentiality when dealing with student and staff information.
- Be aware of school law and District policies as they relate to homeless children and youth.
- Work with students and parents to encourage regular attendance.
- Participate in identifying available agencies, service organizations, businesses and industries in the community that can provide supportive services that will assist the school in meeting the needs of the target group students.
- Provide appropriate referral to Child Protective Services as designated by law and school board policy
- Work in partnership with CPS, Juvenile Justice and other community resources
- Be available to assist in court cases when "Best interest of the child" issues arise
- Be able to assist in tutoring and with meeting other graduation requirements
- Work with outside agencies and neighboring school districts to coordinate student and family support
- Work with the Transportation Department to remove barriers to students arriving to and from school, as well as extra-curricular events
- Coordinates and provides office and clerical support, serving as assistant the Student Services Supervisor
- Answers correspondence not requiring the supervisor's attention
- Assists in planning meeting agendas and prepares meeting summaries
- Schedules appointments, makes travel arrangements and assembles materials for meetings
- Maintains accurate records for Federal, State, and other agency reports
- Works with the Supervisor in assisting and training new employees
- Other duties as assigned by the supervisor



PHYSICAL REQUIREMENTS:

- Physical stamina and occasional lifting up to 40 lbs.
- Ability to sit for prolonged periods of time.
- Ability to stand, walk and bend on a frequent basis.
- Ability to use computer, telephone, and other office equipment for extended periods of time.

RATE OF PAY:

According to the Classified Salary Schedule

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.

Employee Signature: _____ Date _____

Board Adopted: June 20, 2023