Educational Services Liaison

JOB DESCRIPTION:
To assist the Educational Services Department and all schools in promoting good attendance through its truancy prevention program. The liaison position performs duties between schools and families, communicates with families regarding student attendance and welfare, behavior, academic achievement, health and medical concerns; refers to local agencies or school services as appropriate to provide students and families a variety of high quality learning options in support of student achievement.

QUALIFICATIONS:
1. High school graduate or equivalent.
2. Possession of valid and appropriate California driver’s license.
3. Use sound judgement, motivational skills and effective communication.
4. Establish and maintain effective work relationships with those contacted in the performance of required duties.
5. Maintain efficient record keeping.
6. Knowledge of Word, Excel, Google Docs, website input, Aeries and the ability to generate reports.
7. Usage of correct English grammar, spelling, punctuation and vocabulary. Print and write legibly. Communicate effectively, both orally and in writing
8. Understand, be sensitive to, and respect the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disabilities and sexual orientation of students, parents and staff.
10. Ability to be flexible based on program needs.
11. Model calm demeanor in dealing with students, staff and parents.

ESSENTIAL DUTIES:
1. Work with students, parents and administrators as the foster/homeless liaison.
2. Identify and assist students having attendance problems and support site personnel with truancy process.
3. Issue truancy letters, conduct home visits, contact and hold meetings with students and parents. Work in conjunction with the School Resource Officer.
4. Analyze and report on school and district student attendance data.
5. Assist staff, students and parents in resolving chronic and truant attendance problems.
6. Coordinate resources to support at-risk students based upon MTSS indicators.
7. Enter data in student information systems.
8. Maintain accurate records of all students classified as truants and track their progress.
10. Assist with student enrollment process to ensure successful student transfer process.

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March 2019
11. Facilitate student transfer process to ensure successful placement in alternative programs.
12. Coordinate and enroll students for Saturday School sessions and maintain records.
13. Participate in the SAR/B/AR process and assist with documentation within the expulsion process.
14. Provide support and resources for parents for the purpose of improving student attendance.
15. Maintain a variety of confidential and non-confidential information.
16. Refer to outside agencies (e.g. State agencies, medical professionals, counselors, foundations, charities, etc.) for the purpose of ensuring the needs of students and families are met.
17. Support state testing and high school transcript process and record-keeping.
18. Actively participate in PBIS and MTSS.
19. Other duties as assigned.

ESSENTIAL PHYSICAL REQUIREMENTS:

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

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<tbody>
<tr>
<td>1</td>
<td>Seldom = Less than 25%</td>
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<tr>
<td>2</td>
<td>Occasional = 25-50%</td>
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<tr>
<td>3</td>
<td>Often = 51-75%</td>
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<tr>
<td>4</td>
<td>Very Frequent = 76% and above</td>
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<tr>
<td>4</td>
<td>a. Ability to work at a desk, conference table or in meetings of various configurations</td>
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<td>b. Ability to stand and circulate for extended periods of time</td>
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<td>4</td>
<td>c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter materials and observing students</td>
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<td>4</td>
<td>d. Ability to hear and understand speech at normal levels</td>
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<td>e. Ability to communicate so others will be able to clearly understand normal conversation</td>
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<td>2</td>
<td>f. Ability to bend and twist, kneel and stoop, run and crawl</td>
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<td>2</td>
<td>g. Ability to reach in all directions</td>
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<td>2</td>
<td>h. Ability to lift 25 pounds</td>
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<tr>
<td>1</td>
<td>i. Ability to carry 50 pounds</td>
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IMMEDIATE SUPERVISOR: Director of Student Services
ASSIGNMENT: Eight hours/day
SALARY: TBD