**Job Description**

**CLASSIFICATION:** PSE

**TITLE:** Family Engagement McKinney-Vento/Foster Care Liaison

**REPORTS TO:**  Director of Categorical Programs

**POSITION SUMMARY**

The MKV/Foster Care Liaison will provide outreach and support to any family or student who may be homeless or in foster care. They will provide support for identification and enrollment of students experiencing homelessness and students who are part of the foster care system. The District Liaison will coordinate services to support families and connect them to resources that will provide basic needs, coordinate services to support academic

success, and facilitate district compliance with state and federal laws. The District Liaison will maintain sustainability within the community and county agencies by building relationships, creating connections, and attend required meetings and events.

**Preferred Education and Qualifications**

* Bachelor’s Degree preferred but not required.
* Knowledge of McKinney-Vento & Foster Care federal and state laws and guidelines.
* Knowledge of Social Services
* Knowledge of SPED and IDEA rights and guidelines in correlation to McKinney-Vento and Foster youth
* Experience working with vulnerable families living in homeless situations
* Experience working with all facets of the foster care system
* Experience working within a K-12 public school system
* Valid Washington State Driver’s License and evidence of mobility
* Experience and/or training with cultural, ethnic, and language diversity preferred
* Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
* Proof of Immunization (if born 1/1/57 or later)
* I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
* Completion of all district-required training within thirty (30) calendar days from hire date.

**Special Requirements/Licenses**

* Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearanceI-9 employment eligibility in compliance with the Immigrations Reform and Control Act
* HIV/HBV training (obtain within 60 days of hire date – District provided)
* Human Resources new hire training (obtain within 60 days of hire date – District provided)
* Valid First Aid/CPR Card

**Knowledge, Skills and Abilities**

* Ability to interact positively with staff, parents, and students
* Ability to maintain strict confidentiality
* Experience in working cooperatively with community members, students, and schools
* Ability to assume responsibility and carry out program objectives with a minimum of supervision
* Effective oral and written communication skills
* Ability to develop and efficiently manage and interpret information related to state and federal regulations
* Ability to establish effective working relationships
* Ability to work a flexible schedule
* Bilingual in English and Spanish preferred
* Computer proficient
* Strong organizational skills

**POSITION RESPONSIBILITIES**

* Provide outreach and assess needs to prospective families and at-risk youth to

explain program requirements and benefits while providing meaningful, positive, and sustainable interventions

* Assist families experiencing homelessness, foster parents, social workers, and local

shelter managers in identifying students, enrollment, and connections to necessary services

* Coordinate with the Transportation Department and other districts to arrange

transportation

* Coordinate with Food and Nutrition Services to arrange free meals for homeless and

foster students

* Collaborate with Tulalip Tribes and MSD Native Liaisons in connection to supporting

Native students and their families who are experiencing homelessness

* Collaborate with DCYF for foster support to students, foster families, and

their case workers

* Collaborate with Treehouse to connect and refer secondary foster youth to their

Graduation Success Program and partner with their educational advocates

* Meet monthly with Department of Children, Youth, and Families supervisors and

social workers

* Facilitate data sharing with the child welfare agencies, consistent with FERPA and

other privacy protocols

* Conduct mandatory annual training related to McKinney-Vento and Foster Care to

district staff for identification and enrollment of homeless and foster students

* Conduct attendance and academic monitoring
* Collaborate with counselors in identifying at-risk students as defined by poor

academic progress, chronic absenteeism, and other related criteria to provide proper interventions

* Provide verification letters for FAFSA and Running Start programs for Unaccompanied

Homeless Youth

* Develop systems and maintain records for data collection as required by OSPI
* Attend required trainings and conferences facilitated by OSPI and Snohomish County
* Coordinate with the McKinney-Vento and Foster Care Supervisors at OSPI and other

regional liaisons

* Assist with grant writing for supplemental funding to the McKinney-Vento program

through EDS system

* Create job descriptions for support staff for homeless youth as awarded through

grants

* Raise awareness to build and maintain collaborative relationships with community

agencies, county agencies, non-profit organizations, local shelters, and community members who support our families

* Work with families and district staff for a smooth transition from pre-K to K,

5th-6th, 8-9th, and 12th- career/college readiness

* Provide support to promote family and community engagement by removing barriers for participation
* Re-evaluate current families for qualifications into the next school year during the

summer

* Assist with providing support documentation during audits
* Work with Title I Director in creating and managing Title I Set-A-Side budgets for

these programs based on needs assessments and historical trends

* Maintain consistent presence at assigned worksite and regular work hours
* Professionally interact with students, staff, and public
* Comply with all district policies and procedures
* Perform related duties as assigned

**PHYSICAL/MENTAL REQUIREMENTS**

The work environment characteristics described are representative of those an employee may encounter while performing the essential functions of this job.

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

* Use of a personal computer for extended periods of time
* Use of a telephone and other office equipment
* Ability to perceive the nature of sound; near/far visual acuity, depth perception;
* Ability to handle and work with educational and psychological material; providing highly technical oral and written information and reports
* Manual dexterity to operate office machines, gross and fine motor skills
* Exert 10 to 20 pounds of force frequently to lift, carry push, pull, or otherwise move objects
* Experiences constant interruptions; required to deal with distraught or angry public, parents or students
* Frequently required to meet inflexible deadlines
* Work is conducted in a shared, open, office environment with consideration toward equipment noise, confidentiality, voice volume
* The job is performed with the majority of time spent indoors and under minimal temperature variations; a portion of the day may be time spent outdoors and is subject to a variety of changing weather conditions and potentially uneven/slippery surfaces

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EMPLOYMENT CONDITIONS**

This position is that of a Family Engagement Liaison and is represented by Public School Employees of Monroe collective bargaining unit. The position will work a schedule in coordination with the District student calendar. Salary and benefits as determined by the current bargaining agreement. Employee is required to complete all mandatory district trainings by specified deadlines.

**EVALUATION PROCEDURES**

Performance shall be evaluated annually according to Board and administrative policies and procedures.

Aug 17, 2021