POSITION DESCRIPTION

TITLE: Foster Care and Supplemental Support Liaison
LOCATION: District-wide
REPORTS TO: Manager Title I/LAP
DEPARTMENT: Title I/LAP

SUMMARY STATEMENT:
In collaboration with the Manager of Title I and LAP, this individual is responsible for the development, coordination, and operation of services to students in foster care and in need of supplemental services including: communicating with and supporting school staff in identifying and attending to student needs as related to supplemental services and foster care needs; processing documents and resource-sourcing for students served; establishing a data base for reporting impact and action plans; and collaborating with school personnel, community agencies, foster families and students. The Liaison will provide coordination for students in foster care and in need of supplemental supports in meeting needs that include, but are not limited to, school placement and associated transportation, clothing, food, shelter, academic tutoring, on-time graduation assistance, career and college planning, extracurricular activities and/or other educational offerings, healthcare, and other supports as outlined and defined in the Foster Care Program and ESSA to establish a well-rounded educational environment.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff, students, community partners and agencies, and the general public in person, via telephone, e-mail, and in writing, using a variety of technologies.
2. Provide case management services for the school district’s students in foster care.
3. Provide outreach to better identify and serve students in foster care and in need of supplemental supports.
4. Collaborate with school personnel, community agencies, and key stakeholders to coordinate services for students.
5. Guide schools in identifying academic, behavioral, economic, and emotional needs of students in foster care and in need of supplemental supports, and then support procurement of identified resources to address needs.
6. Compile and prepare data required for reporting to the Office of Superintendent of Public Instruction.
7. Maintain compliance of all Title I and LAP grant requirements.
8. Work effectively with transportation services, school personnel, and community agencies in serving students in foster care and in need of supplemental supports.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.
2. Participate in staff development opportunities appropriate to the position as they become available.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%)  Hearing (66-100%)  Speaking (66-100%)
Standing (33-66%)  Sitting (33-66%)  Writing (66-100%)
Stooping/Bending (33-66%)  Walking (33-66%)  Acceptable Attendance

MENTAL DEMANDS REQUIRED:
Confidentiality (66-100%)  Problem Solving (66-100%)  Reading Documents (66-100%)
Verbal Communication (66-100%)  Written Communication (66-100%)  Constant Interruptions (66-100%)
Multiple Concurrent Tasks (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
PC, telephone, photocopy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Work experience which involves interviewing, research, and problem-solving expertise.
2. Three years' experience working with schools to support students in need of supplemental services.
3. Knowledge of, and experience working with, community agencies and programs for students in foster care.
4. Demonstrated ability to communicate effectively both orally and in writing.
5. Demonstrated ability to work cooperatively with various groups of people (e.g., students, staff, community partners, and agencies).
6. Demonstrated work management skills and the ability to meet tight time lines.
7. Demonstrated ability to perform on the computer, using Windows environment and related Microsoft applications.
8. Knowledge of, or willingness to learn, the online student system (WESPac) in conjunction with the Washington School Information Processing Cooperative (WSIPC).

Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: ____________________________  Date: ________________

District: ____________________________  Date: ________________

New
Revised Date: 05/05/2017
Classification: Professional Technicians (PSE)
Class: Class IV
Display on Web? Yes

Foster Care and Supplemental Support Liaison