

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: EDUCATION LIAISON (McKinney Vento Services)

RANGE: 27

BASIC FUNCTION:

Under the direction of the Project Manager, Youth Development Services, participate in facilitating and improving the educational accomplishments and opportunities for homeless children and youth who are McKinney Vento eligible; serve as liaison and resource for the children and youth, families, school districts, community organizations, and shelters.

The Education Liaison will provide vision, leadership and oversight in planning, building, implementing, and evaluating the McKinney Vento grant requirements in the Contra Costa County educational structure. This position will organize and facilitate internal and external collaboration and resources to achieve a comprehensive, coordinated and integrated McKinney Vento county wide program.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Participate in facilitating and improving the educational accomplishments and opportunities for homeless children and youth; conduct outreach activities and maintain effective collaborations with community partners.

Conduct professional development and community education regarding homelessness; provide technical assistance, collaboration activities, and training to school district staff on school laws as it relates to the homeless students; and recommend strategies for supporting the needs of the homeless students.

Serve as a point of contact for the district homeless liaisons; facilitate communications among school districts and other agencies related to the education and care of homeless children and youth.

Establish protocols to manage and maintain quality partnerships, including, but not limited to—development of MOUs, facilitation of regular meetings, planning sessions, joint work plans, and conflict resolution processes.

Communicate program requirements, time lines, community and education events and updates to staff, participants, the public and outside agencies as needed; communicate with various County Office Departments and outside agencies to coordinate activities, exchange information and resolve issues or concerns.

Acts as a resource to school-based administrators, guidance counselors, teachers, and health services personnel regarding homeless students, interpretation of homeless/school attendance policies and laws, and record-keeping requirements

January 2015

Assist as liaison and resource for homeless children and youth; identify and negotiate appropriate educational services for homeless children and youth; communicate with school personnel regarding education needs.

Ensure enrollment disputes are mediated in accordance with the Enrollment Disputes section of the McKinney Vento Homeless Assistance Act. Facilitate timely school enrollment for homeless children and youth; compile information needed for student enrollment including school records, health and education records, and school transfer documents.

Attend school meetings, conference, trainings, workshops, and professional development related to homelessness and other federal programs.

Prepare and maintain a variety of records and reports related to assigned activities; prepare program materials for distribution; develop informational spreadsheets as assigned.

Operate a computer, assigned software and other standard office equipment; drive a vehicle to various sites to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal and state regulations and laws affecting the education of homeless children and youth.

Other applicable laws, codes, rules and regulations related to assigned activities.

Program policies, procedures and objectives.

School district procedures.

Mediation techniques and procedures.

Cultural awareness and competency in cross-cultural practice with children and families.

Interpersonal skills including tact, patience and courtesy.

Oral and written communication skills.

Record-keeping techniques.

Operation of a computer and assigned software.

ABILITY TO:

Participate in facilitating and improving the educational accomplishments and opportunities for homeless children and youth.

Serve as liaison and resource for homeless children and youth, families, school districts, community organizations, and shelters.

Establish and maintain cooperative and effective working relationships with students, parents, teachers, and community members.

Mediate difficult and intense interpersonal situations.

Identify and negotiate appropriate educational services for homeless children and youth.

Communicate effectively both orally and in writing.
Analyze situations accurately and determine appropriate course of action.
Work independently with little direction.
Develop and manage program budgets.
Plan and organize work.
Meet schedules and time lines.
Prepare and maintain records and reports related to assigned activities.
Operate a computer and other standard office equipment.

EDUCATION AND EXPERIENCE:

BA Degree emphasizing Human Development, Child Development, Social Work or a related field.
Four years increasingly responsible experience in education, social services or related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Dexterity of hands and fingers to operate a computer keyboard.