



Fremont Unified School District
Classified Job Description

Family Liaison

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed within the job.

Summary:

The Family Liaison reports directly to the Director of Student Support Services and district office staff to assist with McKinney Vento (MKV) Homeless and Foster Youth (FY) programs. To ensure compliance with county, state and/or federal requirements; provide information on services available to eligible students and families; convey information regarding school and/or district activities and policies or procedures. Understand federal guidelines as they pertain to the eligibility of children and provision of services for MKV and FY programs.

Essential Functions:

Depending on the assignment, duties may include but are not limited to the following:

- Act as a liaison between school and parents/students for the purpose of facilitating access to information about the program, district policies, and community services and programs
- Enroll and renew eligible families into the MKV program. Orient students, families and volunteers for the purpose of establishing familiarity with program, services, and required processes. Maintain MKV and FY school lists
- Facilitate communication between students, parents, teachers and administrators
- Coordinate, order and distribute services and supplies including backpacks, clothes, public transportation passes, shoes and other related supplies and services
- Assist parents in locating and enrolling in assistive agencies for food, clothing and shelter
- Coordinate with school personnel and monitor the academic progress, access to co-curricular and/or extracurricular activities
- Coordinate with school personnel and outside service providers with referrals for medical assistance that address the needs of the student
- Coordinate with school personnel in locating skill development courses for the purpose of promoting parental effectiveness and student achievement
- Coordinate with school personnel to monitor academic progress toward graduation, assist with placement in tutoring or afterschool programs, coordinate post-secondary study and employment
- Maintain a variety of records for the purpose of providing required information and/or documentation
- Monitor attendance and truancy
- Participate in workshops, meetings, community teams, etc. for the purpose of receiving and/or presenting information related to family and child support services
- Provide information/training to sites to foster understanding of social, environmental and emotional needs and physical challenges associated with MKV and FY students
- Prepare and process written materials for the purpose of documenting activities, providing written reference and/or conveying information
- Coordinate with Student Support Services and Program Managers regarding school site meetings
- Other related job duties as assigned

Qualifications:

Successful Experience in:

- Community service, communication and outreach with public agencies or related experience
- Working with individuals of various ages and socio-economic groups
- Computer applications related to the work, including word processing, spreadsheet and database applications
- Preparing and maintaining accurate records

Ability to:

- Understand federal guidelines as they pertain to the eligibility of children and provision of services for MKV and FY programs
- Coordinate with school personnel, family and students for various objectives
- Network with community agencies
- Schedule activities, meetings, and/or events
- Collect, interpret data and prepare reports
- Perform independent interpretation of guidelines surrounding MKV and FY programs
- Maintain confidentiality and student privacy

Education: Completion of high school or equivalent. AA degree or higher is preferred.

Experience: Experience/knowledge working with public agencies/community resources is preferred.

Physical Demands:

The physical abilities required of this job may include the following:

Must possess mobility to work in a standard office setting and use standard office equipment including a computer. Ability to identify and interpret communications, handwritten and printed materials and on the display screen of various office equipment and machines. Ability to communicate effectively in order to perform assigned duties and to exchange information in person, in writing, in front of groups and telephonically. Dexterity of hands and fingers to operate a computer and standard office equipment. Physical agility which may include kneeling, walking, pushing/pulling, squatting, twisting, turning, bending, stooping and reaching overhead. Physical strength sufficient to periodically lift and/or carry 20 pounds of materials or supplies. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Non-Discrimination in Employment:

The Governing Board prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of the person’s actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex or sexual orientation or association with a person or group with one or more of these actual or perceived characteristics.

The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district’s complaint procedures instituted pursuant to this policy.

FLSA Status
Non-Exempt

Approval Date
7/25/18

Salary Range
Range 29