



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	LIAISON EARLY CHILDHOOD COMPREHENSIVE SERVICE
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA/Grade 10
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8174
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for collaborating with parents, teachers, and Coordinators of Family Resource Centers to ensure preschool students are meeting and maintaining the health requirements for the program and providing social services to those families when necessary.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Conducts home visits and assists in the completion of social-educational evaluations for the purpose of gathering information germane to the placement and appropriate delivery of services to 3- to 5-year-old children with special needs, as well as the facilitation of school-home collaboration

Coordinates and/or participates in parent involvement, staff development, and community agency development activities of the ECE Early Childhood Program

Maintains a knowledge of school routine procedures, related community services, and program requirements

Disseminates information about community services, resources, and facilities to parents; assists parents in coordinating interagency services for children and families

Assures that all children participating in the program receive required social services and health screenings

Contacts parent or legal guardian if screening results indicate a need for further assessment, follow-up or referral for services

Utilizes established Early Childhood Program referral system

Maintains updated student medical and other program records and reporting required by state and local agencies

Gains knowledge of program and District data management systems

Establishes and maintains a positive working rapport with parents of the target population; maintains essential good will and cooperation with district and outside agency contacts; maintains documentation of all contact with families and follow-up notes

Generates and utilizes student information reports

Provides information on student data collection to designated supervisor and coordinator

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Associate Degree in Social Work or another related field

Working knowledge of community agencies and resources

Access to a vehicle during working hours
Knowledge of Microsoft Office
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree in Social Work or another related field
Strong technology skills
Successful experience working with low-income families
Experience in a diverse workplace