



NEW: Submitted:
12/15/2021 12/14/2021

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| JOB TITLE: | SPECIALIST JUVENILE COURT LIAISON |
| DIVISION | ACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | IV, GRADE 9 |
| WORK YEAR: | 220 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4286 |
| BARGAINING UNIT: | CERX |

SCOPE OF RESPONSIBILITIES

Promotes the health and wellness of students by ensuring coordination of services across agencies that serve, support, and respond to students who are court involved. They will ensure efficient communication among multiple stakeholders and across city agencies. The Specialist Juvenile Court Liaison will represent the District during hearings to ensure necessary services are provided as intended. They will collaborate with families and other District departments to ensure students receive court directed supports and referrals to outside services, as necessary. They will work with District staff and authorities to facilitate transitions to ensure students and families have the resources they need to be successful.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Serves as a liaison between the school, parent, courts, community agencies, and other authorities to ensure coordination of services and efficient communication across all stakeholders
- Participates in individual or group counseling sessions, conferences, and attends hearings in juvenile court
- Serves as a full-time school district representative involved in District court cases concerning weapons and weapon/gun related violence
- Coordinates the appropriate school, District, and community partners to ensure comprehensive services delivery
- Establishes and maintains an ongoing program of home contact with parents of identified students and works with parents to increase understanding and constructive participation in the school program
- Promotes family engagement by providing parent support groups, family collaboration meetings, and home visits
- Prepares required and special reports as requested
- Performs record keeping and internal and external reporting tasks in a timely and objective manner
- Assures compliance with federal, state, and District policy, administrative procedures, and negotiated agreements as applicable to assignment and transition
- Adheres to all District and professional ethical guidelines and standards
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

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. The work requires activities involving exposure to marked changes in temperature and humidity, driving automotive equipment and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

- Master's Degree
- Three (3) years of successful teaching experience
- Kentucky Professional Certification in Administration and/or Supervision

Knowledge and experience in working with community law enforcement officers, court judges/personnel, and social agencies

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience with diverse populations

Demonstrated capacity to effectively coordinate systems and services

Experience with students and families that have been exposed to trauma

Experience in a diverse workplace