



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

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
