

ESCCO – COUNCIL OF GOVERNMENTS

JOB DESCRIPTION

EPSEA EDUCATIONAL LIAISON

MINIMUM QUALIFICATIONS:

- Bachelor's degree required
- Bachelor's degree in Education or Social Work recommended.
- Three or more years of successful experience in an educational or youth services setting required
- Teaching, school leadership, counseling, or mentoring preferred.
- Excellent communication and documentation skills required.
- Candidate must be proficient with using Office 365.
- Experience working with foster youth preferred.
- Understanding of school settings, educational rights and requirements and processes for academic support preferred.
- Demonstrated ability to form positive, supportive relationships with at-risk youth and effective intervention with social and behavioral and learning impediments to youth's success in school.
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policy

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Exempt

Reports To: EPSEA Program Manager

Job Objectives:

In this unique position, the Educational Liaison will work to build relationships with youth referred by Franklin County Children Services, school personnel, foster parents, kinship providers and FCCS caseworkers to support the academic success of youth in custody of FCCS. Liaison will be required to meet with youth weekly and provide Social Emotional Learning activities as a part of the advocacy. Liaison will complete weekly and monthly SACWIS reports. Liaison will also participate in the Partnership for Success SEL Collaborative.

Responsibilities and Essential Functions:

"The following duties are representative of performance expectations: however, the list below is not ranked in order of importance."

- Encourages student development of academic, attendance, and behavioral goals.

- Provides consultation as needed to help facilitate parent/guardian/foster parent, student, and staff involvement in decision-making activities.
- Provides on-going facilitation of a customized education plan and supportive services for the student. Helps students understand and pursue their goals and how they relate to the educational plan.
- Coordinates the transition process for students entering or leaving the program.
- Serves as a referral/resource agent for caseworkers, foster parents, and others involved in the educational success of referred youth.
- Must possess excellent written and verbal communication and interpersonal skills.
- Acts as a liaison between school district, FCCS or provider staff and guardians.
- Provides appropriate and timely feedback regarding student progress.
- Maintains current knowledge of the program and protocol (policy and procedures) and guidelines.
- Completes documentation for the transition process for each student/patient and keeps accurate schoolwork records, reports to FCCS, etc.
- Attends semi-annual review meetings regarding student's educational needs.
- Understands the importance of the whole student, both academically and social emotionally and provides appropriate supports.
- Participates in the Partnership for Success Social Emotional Collaborative.
- Facilitates and rates students on Strength Based Social Emotional Learning assessments (HSA and DESSA 40)
- Tracks time and miles using Office 365 Calendar and Monthly Mileage log
- Performs other specific job-related duties as directed by the Superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

It is the employee's responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

January 2020

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