

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE:** STUDENT SUPPORT LIAISON

1 of 3

**REPORTS TO:** Executive Director of Student Support Services or Designee

**JOB GOAL:** Under the general supervision of the Executive Director of Student Support Services, will act as a liaison between schools, caregivers, parents, educational right holders, group homes, and other agencies. Develops a network of resources throughout the community to enhance the ability to be a liaison and provide linkage for families.

**QUALIFICATIONS:**

***Knowledge of:***

1. Public and private mental health systems, structures, programs, services and resources.
2. California and Federal regulations for behavioral/mental health interventions for special education students
3. School District and site operation procedures.
4. Positive Behavioral Intervention and Support (PBIS) and Restorative Justice Models
5. Local, state, and federal laws, mandates and regulations including the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights Privacy Act (FERPA)
6. Program development for professional learning (staff), community education, and student outreach and education
7. Survey development and outcome research

***Ability to:***

1. Coordinate multiple overlapping systems.
2. Work collaboratively with multi-disciplinary teams.
3. Coordinate and work collaboratively with individuals and teams of school/District, agency and community professionals.
4. Provide educationally related mental health services to school district staff, students and families
5. Monitor and evaluate student progress accessed through programs offered outside the school day
6. Work independently; plan and organize workload; meet deadlines and schedules, set priorities; work with constant interruptions; work with detailed information/data
7. Utilize culturally relevant practices with diverse student and family populations.
8. Communicate effectively, in oral and written form, with students, families, and other necessary groups and individuals.
9. Ability to engage in program-specific and District-wide research
10. Skill to utilize technology effectively: word processing, spreadsheet, SIS, database and presentation software.

***Training, Education and Experience:***

1. Sixty (60) units of accredited college coursework or an Associate's Degree of job-related coursework successfully completed with a grade 'C' or better, or 'pass' in a pass/fail system recommended.

**Training, Education and Experience** (continued)

2. Successful experience in working with Foster Youth/Homeless Students in a school district setting preferred.
3. Possession and maintenance of a valid state of California Driver's License; have an acceptable driving record; and maintain such insurability during the course of employment

**Reports to:** Executive Director of Student Support Services or Designee

**ESSENTIAL FUNCTIONS:**

1. The position requires decision-making and problem-solving with an understanding of local, state, and federal laws and mandates related to Foster Youth and Homeless students.
2. Reconcile and evaluate all transcripts, records, and legal documents.
3. Participate in the development and implementation of Positive Behavioral Intervention and Support (PBIS) and Restorative Justice.
4. Participate in crisis response and threat and risk assessment teams, as needed.
5. Assists the mental health program in the formulation and implementation of the student/family service plan.
6. Provides on-going service plan management and serves as a liaison between students/families, service providers, and academic institutions.
7. Coordinates services within the community and assists with the completion of necessary forms and applications when needed.
8. Communicates regularly (daily/weekly) with agencies/families to monitor their service plans and assists them to achieve the desired outcomes.
9. Interviews students or their authorized representatives to gather information to assess service needs.
10. Networks and provides linkage with community agencies, assessing available services appropriate to student and family needs.
11. Develops needed community resources and maintains comprehensive Resource Guide of all the grant programs, local businesses, any identity that serves youth with mental health needs and agencies that support youth and families in their everyday lives.
12. Develops and implements service plans to meet student/family needs.
13. Evaluates interventions for effectiveness and modifies service plans as needed.
14. Assists students/families in obtaining medical, dental and vision coverage through the state, county and private programs.
15. Participates in on-going research, development, implementation, evaluation, and maintenance/expansion of student family services.
16. Meets with student/families in various settings, including the home.
17. Compiles and reviews reports and forms to ensure records are up-to-date and accurate.
18. Assists with referrals to needed support programs, Individualized Education Processes (IEPs), etc.
19. Participate, coordinate, or assist in conducting a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the district at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
20. Analyze situations accurately and adopt an effective course of action.
21. Establish and maintain cooperative and effective working relationships with others.
22. Work independently with direction from the Director/Coordinator.
23. Transport students to recurring academic functions as needed using a district vehicle.

**ESSENTIAL FUNCTIONS:** (continued)

24. Act as a liaison to outside agencies and district schools.
25. Meet and adhere to schedules and timelines.
26. Monitors students and family/caregiver complaints, concerns and issues regarding access to and satisfaction with services.
27. Makes accurate and timely decisions.
28. Handles all matters in tactful, courteous, and confidential manner.
29. Manages time effectively, maintains records of services, and communicates with pertinent stakeholders.
30. Meets regularly with program and school site staff to ensure program quality and compliance.
31. Communicates any adjustments, changes, or maintenance of a variety of records, logs, and files to appropriate supervisory staff.
32. Performs other related duties as assigned. Maintains confidentiality and trust for all students/families.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten pounds frequently, and twenty pounds occasionally.
8. Able to carry up to ten pounds frequently and twenty pounds occasionally.
9. Able to push and pull objects weighing up to forty pounds.
10. Able to exhibit full range of motion for shoulder external rotation, internal rotations, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion.
11. Able to operate a motor vehicle in a safe and effective manner.

**TERMS OF EMPLOYMENT:** 210-day work year  
Classified Bargaining Unit Member

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The site administrator or his/her designee will give the evaluation.

Approved by: Board of Education

Date: March 12, 2020

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS  
AN EQUAL OPPORTUNITY EMPLOYER AND  
A TOBACCO-FREE, DRUG-FREE WORKPLACE**