

**Escondido Union High School District
Job Description**

Job Title: Cal-SAFE Student Outreach Liaison
Employee Unit: Classified
FLSA Status: Nonexempt
Salary Level: Range 30
Approved By: Board of Education
Approved Date: 8/30/2011

NATURE OF WORK:

Under direction of CalSAFE Coordinator, performs a variety of coordinative and record keeping tasks in support of the EUHSD California School Age Families Education (Cal-SAFE) Program. This includes initiating and planning components of service delivery to participants; facilitating communications among related groups; and planning and conducting meetings, and other similar tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Maintain student enrollment process and ongoing case management; acting as an advocate for the Cal-SAFE Program, students, and their children, within the LEA and community settings including: needs assessment, follow up with social service referrals.

Maintain parenting teen student's participation records and other necessary records and documentation; submit reports as required according to deadlines.

Update and maintain the GradStar database for reporting in a timely manner.

Assist Program Coordinator with program decisions, developing the budget, and meeting deadlines, and coordinate and oversee "I'm Waiting" and Teen Parent Panel presentations to both EUHSD and EUSD students.

Schedule and assist with meetings with participants, parenting teen students, staff members, agency representative and service providers.

Contact students to enroll in the Cal-SAFE Program, providing information regarding the program to all site staff, assisting with data collection at the site, and overseeing the provision of support services to students.

Initiate, maintain and coordinate referrals and services with community partners.

Provide assistance, information and referrals to parenting teen students regarding community resources; develop and maintain contact with community organizations; maintain a current community resource list.

Transport students and children to appointments, as needed.

Insure all 19 supportive services are being maximized.

Assist in training staff members and volunteers regarding program requirements, related paperwork and eligibility requirements.

Perform clerical duties such as preparing correspondence and newsletter, filing, answering telephones and greeting visitors.

Attend meetings and training provided by funding agencies.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:

High School Diploma
AA degree preferred
12 ECE/CD units

CERTIFICATES, LICENSES, REGISTRATIONS

Current Infant, Child, and Adult CPR/First Aid
Valid California Driver's License

KNOWLEDGE OF:

District, community, social service and other community resources and organizations.
State and district requirements and alternative education programs to attain a high school diploma/equivalent, working closely with School Guidance Counselor
State/Federal Record keeping documentation and data
Minor Consent State and Federal Laws
Confidentiality
Title IX
Human, adolescent and child development
Community values and resources
Child growth and development; classroom environment; health, safety and nutrition, working with families and communities; appropriate referral agencies; personnel policies of child development center and district; professional educational code of ethics; principles of working with pregnant and parenting students, their families and the community.

Basic computer software such as database or spreadsheet.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Office procedures and practices.

ABILITY TO:

facilitate students' learning and the practice of good decision-making and problem-solving skills
Discuss age-appropriate reproductive health issues, including childbirth, with students
Understand and apply complex guidelines and requirements.
Express self in writing.
Explain complex concepts and program requirements to others.
Coordinate different work requirements and process.
Develop and maintain effective and cooperative working relationships.
Work effectively with the public and program participant.
Work independently with a minimum of direction and work on multiple tasks at one time; and take proactive steps to resolve problems and concerns.
Maintain confidential records and files.
Operate a variety of office machines including: Copier (4 functions: copy, scan, email, fax) calculator and computer.

OTHER SKILLS AND ABILITIES

Working knowledge of Microsoft computer applications, including Microsoft Word, Excel, GroupWise. Knowledge of regulations and requirements pertaining to childcare programs.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand, sit, climb or balance, and taste or smell. The employee must regularly lift and/or move up to 45 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee may be exposed to childhood communicable diseases.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to childhood communicable diseases, fumes or airborne particles. The noise level in the work environment is usually moderate. Driving a vehicle to conduct work.

COMMENTS

As the Cal-SAFE Student Outreach Liaison, this individual must demonstrate an ability to get along well with a variety of personalities and maintain confidentiality. Must be able to direct the work of others and exhibit organizational skills that enable him/her to carry out full responsibilities. As a representative of the Escondido Union High School District, the individual assigned to this position must maintain a professional, caring, helpful attitude at all times. In addition, the employee must maintain personal hygiene and appearance, and demonstrate a willingness and ability to work with young children and infants. Must be nonjudgmental, genuinely empathetic, and focused on young people's strengths, especially those in challenging life situations, in order to support them in meeting high expectations.