**Taylor County School District**

Job Description

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| **Position Title:** Liaison for The Georgia Center For Youth |
| **Department:** Neglected and Delinquent Facility: Georgia Youth Academy Reynolds, Georgia (School 107) | **Evaluation Instrument:** Performance will be evaluated by the Human Resources Director and Federal Programs Director. |
| 230 Day  |  |
| Contract Work Year: 230 days per Taylor County School District Calendar | Retirement: TRS |
| Reports to: Human Resources Director; Compliance: Director of Federal Programs (7-20-20) |
| Supervises:  |
| **MINIMUM QUALIFICATIONS** |
| Education: Bachelor's degree in social work, criminal justice, education, human service or a related field. Essential Knowledge/Skills: * Excellent collaboration skills.
* Demonstrated ability to exercise careful judgement, diplomacy and tact in the performance of all duties in dealing with students, staff and the public.
* Must have a knowledge base of how The Georgia Center for Youth is operated.
* Excellent collaboration skills.
* Demonstrated ability to exercise careful judgement, diplomacy and tact in the performance of all duties in dealing with students, staff and the public.

Experience: Working experience at or with The Georgia Center For Youth in a leadership capacity  |
| **REPRESENTATIVE DUTIES & RESPONSIBILITIES** |
| * Uses proper verbal and written communication for students and families on behalf of the school. The following list includes but is not limited to the types of meetings a liaison may provide support: conferences, parent group meetings, disciplinary meetings or hearings, IEP meetings, etc.
* Improve and provide educational services so that youth at the Georgia Center have the opportunity to meet the same challenging state and local academic content and achievement standards
* Has a clear understanding of what the speaker/writer is communicating in order to convey the same meaning verbally or in writing.
* Accompanies other staff member(s) on home visits as appropriate.
* Transmits informal and formal messages when necessary and directed by a principal/supervisor.
* **Direct services will include, but are not limited to:**

Daily monitoring of student achievement and learner behaviors through check-in with certified staff on such matters as completion of classroom assignments and homework.* Accompanies any principal, teacher or district office personnel when needing to meet with anyone at the Georgia Center for Youth.
* At the direction of the supervisor, the liaison will need to be available outside of the “regular” work schedule on occasion to provide assistance for unique events.
* Provides information to students/families about school procedures, instructional programs, and resources available throughout the school system and community.
* Assists with increasing parent involvement in school events and on school committees, as directed by principals/supervisors.
* Serves as a contact person for families to call with questions about the schools services, activities and/or events.
* Complete and submit Time and Effort reports (i.e., Semi-annual Certifications or Bi- weekly Time Sheets and Personal Activity Reports) as required for any personnel fully or partially funded with federal funds if applicable.
* Professionally represents the school and the District in interactions with parents, community, staff, and students.
* Works effectively in a team environment.
* Interacts thoughtfully and courteously with students, team members and parents and resolve conflict in a professional manner.
* Maintains confidentiality by not discussing personal or sensitive matters related to students, families, or the school/district. This includes, but is not limited to: student information, special education records, health records, program involvement, etc.
* Assists other school team members as may be required, for the purpose of ensuring an efficient and effective working/learning environment.
* Appropriately maintains and secures confidential records and inquiries.
* **Supports monitoring and gathering of evidence for Title 1 A & D programs as requested by GaDOE and Director of Federal Programs. (SW plans, parent plans, annual surveys, etc.)**
	+ A school improvement plan must be submitted following the Georgia Department of Education guidelines and local Taylor County District Office plans for each school. This plan will be reviewed by the Georgia Center Of Youth faculty and presented to parents of the children attending the GCY.
	+ Family Engagement guidelines will be presented to and reviewed by faculty members.
	+ Ensure Parents Right to Know guidelines are being followed.
	+ Participate on child study teams. Work with agencies such as Community Mental Health,DFACS, and Juvenile Court, as needed.
	+ All English Language Learners (ELL) students will be identified, parents of ELL children will be given all the information needed in order to place all ELL students in an assistance program.
	+ Meet monthly with Federal Program Director to ensure all areas are being met for Federal Programs.
	+ Attend school and district meetings to support the improvement process.
	+ Maintain and create documentation and sign in sheets of all meetings (this includes flyers, emails, agendas, minutes, rosters, schedules, training materials, etc.).
	+ School schedules, student schedules, collaborative planning documentation, curriculum used, lesson plans, required survey results and parental involvement correspondence must be documented for Federal funding purposes.
* Due to the following:
	+ the nature and scope of the essential functions,
	+ the importance of personal interactions between this position, employees, students, and other members of the public, and
	+ the availability of job-related tools, equipment and resources at work, performance of the essential functions requires regular, consistent, on-site attendance while working independently and with others.
* Other duties may be assigned as needed. As student and families needs evolve the day to day essential functions may vary.
* Obtain special training as directed to meet unique needs of assigned student(s).
* Maintain appropriate certifications and training hours as required.
* Reports safety, sanitary and fire hazards immediately to supervisor.
* Efficiently and effectively performs all duties and responsibilities assigned to him/her from supervisor relating to job description of Liaison to the Georgia Center For Youth and any school safety duties assigned.
* Follows and maintains knowledge of all District policies and procedures.
* Attends in-service trainings.
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| Revised: July 5, 2019Reviewed/revised July 20, 2020 |

**EVALUATION**

A standard evaluation instrument will be given by the Federal Programs Director as well as feedback and an evaluation from the Director of Human Resource/ Operations Risk Management.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.**

**Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.**

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_