



## **Notice of Job Vacancy #25-033**

**Posting Date:** August 21, 2024

**Position:** Community Liaison Associate serving Jefferson County Schools

**Number of Positions:** One (1)

**FLSA Status:** Exempt

**Employment Term:** This is a temporary, full-time grant-funded position for the 2024-2025 school year.

**Salary:** Based upon the FY'25 EPIC Professional Pay Scale with verified experience and education

**Evaluation:** Performance in this position will be evaluated by the JCS Attendance Coordinator in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and JCBOE Evaluation Policy.

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.

**Qualifications:**

- Bachelor's degree in social work or a related field required
- Licensed Social Worker (LSW) or Licensed Graduate Social Worker (LGSW) preferred
- Extensive experience supporting at-risk populations; three or more years' experience supporting children in a school or other educational environment preferred
- Familiarity with federal, state, and local laws related to McKinney-Vento Homeless Assistance Act
- Knowledge of community service providers and community support organizations
- Effective verbal and written communication skills
- Excellent interpersonal skills for working effectively with a variety of stakeholders including administrators, school personnel, and members of the community
- Demonstrated expertise related to technology devices and applications such as personal productivity and word processing software
- Strong organizational and communication skills employing tact, patience, and courtesy

**Please note:** Applicants who have been dismissed or who have had their contracts non-renewed for cause by any school system, who have recent unsatisfactory evaluations by any school system, who demonstrate unsatisfactory interview performance, and/or who receive unfavorable reference recommendations by any school system will not be eligible for consideration for employment with EPIC.

**Position Overview:** The selected candidate will serve Jefferson County Schools by providing case management and support services to homeless students and their families.

## Performance Responsibilities / Essential Duties of the Community Liaison Associate:

1. Maintains positive work habits by:
  - Adhering to appropriate safety, hygiene, and health standards.
  - Maintaining safety of work area.
  - Adhering to schedules; being punctual.
  - Demonstrating flexibility and adjusting to change.
  - Adhering to and implementing new responsibilities and assignments.
  - Working cooperatively with school and district staff, community organizations, parents, and students as well as demonstrating courtesy and tact in interpersonal relations.
  - Using good judgment and making sound decisions.
  - Adhering to all school, county, and state policies and procedures.
  - Demonstrating dependability.
  - Understanding and implementing the job description.
  - Performing additional, reasonable job-related responsibilities assigned by the immediate supervisor.
  
2. Performs duties efficiently and productively by:
  - Understanding and having knowledge of the McKinney-Vento Homeless Assistance Act.
  - Collaborating in the development of McKinney-Vento training for all JCS staff.
  - Assisting in planning and implementing family engagement activities.
  - Providing case management to homeless students and/or families.
  - Providing individual and group skills training for students.
  - Conducting home visits as needed to identified students/families.
  - Collaborating with community-based organizations to coordinate and provide resources and services to identified students.
  - Building, maintaining, and strengthening relationships with community-based organizations.
  - Completing referrals with families to community-based organizations.
  - Promoting school attendance.
  - Participating in Student Assistance Team Meetings, Parent/Teacher conference, or other meetings related as requested.
  - Advocating for students' needs by completing referrals to school resources (Student Assistance Team, special education testing, medical/dental assistance, individual/family counseling).
  - Completing child abuse and/or neglect referrals as needed.
  
3. Establishes and implements an improvement process by:
  - Assessing, on an annual basis, the delivery of services to determine whether or not there is need for program changes
  - Developing and/or modifying next year's program to better meet student needs.
  
4. Builds and maintains positive public and employee relations by:
  - Working cooperatively with the parents, principals, assistant principals, school counselors, teachers, and community agencies' personnel who are involved with particular students and/or their families.
  - Sharing relevant information concerning McKinney-Vento and other homeless support services and referrals with appropriate school and district staff.
  - Facilitating staff/public awareness of the McKinney-Vento Homeless Act and county services
  
5. Completes required administrative responsibilities by:
  - Recording all visits and contacts made with students, schools, and parents for documentation.
  - Submitting monthly reports of all services provided to the JCS Director of Social and Emotional Learning and the JCS Attendance Coordinator.

6. Maintains professional skills by:

- Seeking improvement by participating in one or more of the following: reading professional journals, pursuing advanced degrees/university courses, conducting research, attending and/or participating in professional association conferences or workshops relevant to job responsibilities.
- Keeping abreast of current trends in student attendance and truancy diversion.
- Attending staff development activities.
- Performing other duties as assigned by the immediate supervisor.

Physical Demands: The physical demands described 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 frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

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. Most commonly, the educational setting is indoors with occasional outdoor settings related to completing essential responsibilities of the position. The noise level in the work environment is low to moderate (20-60 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position, and additional duties may be assigned by the Superintendent or their designee.

Reports To: JCS Attendance Coordinator; EPIC Administrator

Conditions of Employment: Recommended by the JCS Superintendent and EPIC Administrator; Confirmed by the EPIC Regional Council

Start Date: Immediately following the onboarding process.

Application Process: You may submit your application online or in hard copy.

**Online application** can be made via Teach-In West Virginia Application System.

[Use this link to go to the online application system.](#)

**Hard copy EPIC application** can be found [at this link.](#)

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources

Email to Shannon Johnson at [sdjohnson@wvesc.org](mailto:sdjohnson@wvesc.org)

Fax to 304-267-3599 Attention: Human Resources

**This posting will remain open until the position is filled or no longer needed.**

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.