

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** Foster Child Liaison

**Department:** Instruction

**Grade** F  
**H.P.D.** 7.5  
**D.P.Y.** 206

**Job Description**

**Date Reviewed:** August 2021

**Reports To:** Director of Middle Schools

**Purpose of Job:**

The Foster Child Liaison is responsible for ensuring that students within the foster care system, are fully integrated into the mainstream school setting and offered appropriate educational support as authorized under Every Student Succeeds Act. The Foster Child Liaison shall coordinate and collaborate with the state coordinator, personnel responsible for the provision of education and related services, Department of Children's Services, and any other organization that assists with children in state custody. High levels of confidentiality must be maintained.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Advocate and expedite services for children in foster care.

Review and update required forms and processes.

Maintain necessary records ensuring confidentiality of students and their families.

Collect data and information for required state and federal reports.

Maintain budget spreadsheets and communicate with federal programs personnel as needed

Maintain and update spreadsheet with student information for students in foster care; share spreadsheets with school points of contact as needed.

Coordinate with school points of contact, school and district staff, and community agencies to assist foster care students with obtaining documents necessary for school attendance. This includes immunizations, medical records, and prior school records.

Coordinate with school points of contact, school and district staff, and community agencies to assist with services and supplies that benefit students and families.

Coordinate with district transportation officials throughout the year to provide required transportation for foster care students.

Ensures confidentiality and nondiscriminatory practices of students and their families in all services and activities.

Ensures that children in foster care are identified by school personnel and community partners.

Coordinates with school points of contact, school and district staff, and community agencies to assist with distribution of school supplies, clothing, and other required resources.

Obtain monthly update of foster children from district Child Nutrition staff; communicate appropriately with school counselors to support foster children.

Ensure and facilitate the proper educational placement, enrollment in school and checkout from school of foster children.

Assist foster care students when transferring from one school or district to another by ensuring proper transfer of credits, records and grades.

Request school records of a foster care student from previous school.

Submit school records of foster care students upon receipt of request.

Participate in community boards that assist those in the foster care system.

Assist with the needs of the Homeless Liaison as needed.

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High School Diploma (or GED), with one to three years of general office and bookkeeping experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Knowledge of Department of Children's Services and Every Student Succeeds Act preferred. Proficiency with Excel and Google docs.

### **KNOWLEDGE OF JOB**

Has considerable knowledge of the policies, procedures, and activities of the School System, attendance and student practices as they pertain to the performance of duties relating to the job of Foster Child Liaison. Has considerable knowledge of attendance, enrollment and student practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the

general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational and human relations skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office machines and equipment, such as telephones, computers, typewriters, copiers, adding machines, calculators, two-way radio, etc. Must be physically able to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange administrative and financial information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the position of Foster Child Liaison for Families in Transition. Requires the ability to writer reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Foster Child Liaison for Families in Transition.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** May require the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the position of Foster Child Liaison for Families in Transition.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking-expressing or exchanging ideas by means of spoken words). (Hearing-perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the School System may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

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**Employee's Munis Number**

\_\_\_\_\_  
**Date**

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**Date**