

GLENPOOL PUBLIC SCHOOLS JOB DESCRIPTION

Position Title: Foster Student Liaison, District
Reports to: Assistant Superintendent/Superintendent

SUMMARY: To provide service to foster children/youth and their families who attend the Glenpool district. To coordinate with district building administrators, counselors, nurses, special and regular classroom teachers. Coordinate with another LEA as well as DHS case worker when needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned by supervisor.

- Works to prevent school difficulties by assisting foster children/youth with their educational needs
- Assists with immediate enrollment of foster children/youth, including obtaining academic and medical records
- Informs parents, guardians of the educational and related opportunities available to them
- Assists in accessing transportation to and from school, communicating inter-district when needed
- Serves as district liaison with community agencies and services
- Ensures foster students have access to all curricular and extra-curricular opportunities
- Completes or monitors completion of all required paperwork for documentation of foster student LEA placement
- Performs other duties assigned by supervisor or administrator

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: 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, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching certificate/administrative certification

OTHER SKILLS AND ABILITIES: Ability to apply knowledge of current research and theory in specific field; ability to establish and maintain effective working relationships with students, staff and community; ability to establish and maintain effective relationships with students, peers, and parents, as well as communicate clearly and concisely both in oral and written form; ability to perform duties with awareness of all district requirements and Board of Education policies.

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 stand, walk, sit, and talk or hear. Occasionally the employee will repeat the same hand, arm or finger motion many times. The employee must be able to attend meetings in the evening and at other locations. Specific vision abilities required by this job include close vision such as to read handwritten or typed material and 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."

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.

