

## Sample Job Description

### Foster Care Point of Contact/Liaison<sup>1</sup>

**JOB SUMMARY:** The Foster Care Point of Contact is responsible for ensuring that children/youth placed in child welfare custody are fully integrated into the mainstream school setting and provided appropriate educational support as authorized under the Every Student Succeeds Act (ESSA,) Improving Educational Outcomes for Children in Foster Care guidance, and other relevant Federal and State law. The Foster Care Point of Contact shall coordinate and collaborate with the State Foster Care Coordinator, regional school district Foster Care Points of Contact and Liaisons, district and school personnel, and community agencies responsible for the provision of education and related services.

- Act as a liaison between schools, ODHS caseworkers, Resource Parents, and the community on behalf of students in child welfare custody.
- Access, read and understand the ESSA as it applies to students in Foster Care, Improving Educational Outcomes for Children in Foster Care, and related Federal and State regulations and guidance.
- Gather relevant information and assess each determination for need and risk factors in order to coordinate and direct appropriate services, accepting that there will be times when information may be incomplete or insufficient and decisions may need to be made with urgency.
- Coordinate and direct district services to ensure that students in child welfare custody receive educational and nutritional services for which they are eligible, which may include collaboration with mental health partners, OHP navigators, and other service agencies.
- Ensure that guardians of students in child welfare custody are fully informed of all transportation services, including transportation to/from the district/school of origin, and are assisted in accessing appropriate transportation.
- Collect ODHS transportation request form when needed and use these forms to develop a transportation plan for students in Foster Care with the support of the district transportation department, ODHS caseworker, Resource parents, and other involved parties.
- Efficiently and effectively manage a consistently complex case load throughout the school year.
- Collect, organize, secure and confidentially maintain information, data, records, reports, letters, and any related documents or correspondence regarding students in child welfare custody and their families, both biological family and the family in which they are placed

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<sup>1</sup> The language provided below will be added to the existing job description of the [PRIMARY/ADDITIONAL TITLE OF YOUR DISTRICT'S FOSTER CARE POINT OF CONTACT.]

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by ODHS.

- Entering mileage data provided by transportation department into a Fiscal Services sheet and subsequently creates an invoice that is submitted to ODE for reimbursement.
- Prepare and submit identified data to local and state agencies (i.e. ODE, ODHS, ESD, YOUR DISTRICT).
- Use existing systems of communication to accurately identify students in Foster Care and verify that students are flagged in Student Information System.
- Collect ODHS School Notification Forms, and otherwise facilitate information sharing with and between the local Department of Human Services/Child Welfare office and the school district.
- Regularly communicate with families and students, supervisor, school team members, ODHS caseworkers, and other outside service providers to update, exchange ideas, gather information, and problem solve issues as they arise.
- Successfully work under minimal supervision, generating ideas, problem solving, making decisions, and referring more complex situations to supervisor for final decision.
- Annually train/update district/school staff on Liaison roles/responsibilities, completing/returning necessary forms, and foster regulations.
- Facilitate the transfer of student records and immediate enrollment in school.
- Ensure that Resource parents of students in Foster Care are informed of educational and related opportunities available to students (i.e., extra-curricular activities, FAFSA support) and said guardians are provided with meaningful opportunities to participate in the education of their child(ren).
- Engaged with high school seniors' to determine their graduation intention and assist them with FAFSA and potential scholarships.
- Collect, organize and report data/information on foster students that will help the Local Education Agency (LEA) prepare grant applications and secure services for such students (i.e., tracking the number and location of foster students, tracking students' participation and results on statewide assessment tests on state benchmarks).
- Attend regular regional Liaison meetings and annual conference(s). Attend other team meetings, trainings, and professional development sessions as needed.
- File documents and records according to predetermined classifications, maintaining alphabetical index, and cross references files. Share documentation with schools when

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appropriate to be filed in students' file.

- Interact thoughtfully and courteously with students, parents, and staff and resolve conflicts in a professional manner.
- Follow and maintain knowledge of all District policies and procedures.
- Professionally represent the District in any and all interactions.
- Maintain strict confidentiality.
- Maintain a patient, positive, persistent attitude with a warm, accepting personality.
- Meet with counselors yearly to train them on credit recovery and financial aid.
- Track students' attendance, grades, and other relevant student data in order to offer appropriate educational and basic-needs resources and supports.
- Participate in ESEA Federal Monitoring by ensuring Foster Care Program is compliant in areas such as transportation services, partnership with ODHS, meal services, and immediate enrollment.