SESC JOB POSTING

Webster County

McKinney-Vento Family Engagement & Academic Support Liaison

Term: 210 days

Reports to: SESC Director/Federal Programs Director

Location: District-wide – Webster County

Position Summary:

The McKinney-Vento Family Engagement & Academic Support Liaison serves as a districtwide family engagement, student support, and academic enrichment position with the additional responsibility for supporting students and families experiencing homelessness or housing instability.

The Liaison serves as a primary point of contact for McKinney-Vento students and families and acts as a liaison to the Attendance Director/McKinney-Vento Contact, as defined under the McKinney-Vento Homeless Assistance Act. The Liaison supports the identification, enrollment, school stability, attendance, academic success, resource tracking and distribution, family engagement, and access to services for students experiencing homelessness.

In alignment with Title I family engagement requirements, Title V allowable activities, the McKinney-Vento Homeless Assistance Act, district needs assessment findings, and the district strategic plan, the Liaison will develop and coordinate accessible family education opportunities designed to strengthen families' capacity to support student learning at home.

A significant component of the position will be the development, recording, publishing, and promotion of short, practical family education mini-lessons addressing identified academic and student-success needs. Topics may include literacy, numeracy, scientific inquiry, critical thinking, executive functioning, organization, study skills, transitions, attendance, college and career readiness, digital learning, social-emotional learning, and other areas identified through district data, needs assessments, school improvement plans, and the district strategic plan.

The successful candidate will establish supportive relationships with students, families, school personnel, administrators, and community partners while maintaining compliance with federal law, state guidance, and district policies.

The Liaison will collaborate with student support personnel as requested and will support coordinated implementation of district family engagement and student support initiatives.

Job Duties

I. McKinney-Vento Identification, Enrollment & Compliance

- Assist with the identification and verification of student eligibility for McKinney-Vento services through WVEIS and established district intake processes.
- Serve as a readily accessible point of contact for students and families experiencing homelessness or housing instability.
- Support district and school efforts to promote timely identification and appropriate referral of students experiencing homelessness.
- Support immediate enrollment of eligible students in accordance with McKinney-Vento requirements, including situations in which required documentation, immunization records, or prior school records are unavailable.
- Assist families in understanding their educational rights and protections under McKinney-Vento.
- Maintain accurate, current, and confidential student and family records in accordance with federal requirements, state guidance, and district procedures.
- Assist with documentation, monitoring, and reporting required for the district's McKinney-Vento program.
- Protect the confidentiality and dignity of students and families experiencing homelessness.

II. McKinney-Vento Student & Family Support

- Assist families in accessing community resources including:
    - Housing assistance
    - Food assistance
    - Clothing
    - Healthcare
    - Mental health services
    - Transportation
    - Childcare
    - Employment/community resources

    - Emergency assistance
- Provide information and referrals based on individual family needs.
- Maintain an updated district and community resource directory.
- Contact McKinney-Vento families during summer, holidays, long weekends, and school closures, when appropriate and within established district procedures, to determine whether additional support or resource connections are needed.
- Assist students and families in navigating school and community systems.
- Help reduce barriers that interfere with school attendance, participation, academic progress, and engagement for students who qualify for McKinney-Vento services.
- Advocate for students' access to appropriate educational opportunities and interventions.

III. Family Engagement & Education

The Liaison will serve as a district family education resource and will develop opportunities that empower families to support student learning, school engagement, and long-term success.

Family Education Programming

- Coordinate and assist with the delivery of family education opportunities aligned with the Title I Parent and Family Engagement program, district needs assessment, strategic plan, school improvement priorities, and identified student and family needs.
- Deliver volunteer training opportunities aligned with the district's volunteer policy.
- Create short, accessible family education mini-lessons and instructional videos that families can access on demand through district-approved platforms.
- Design resources using family-friendly language and practical strategies that can be implemented at home without specialized materials or extensive instructional knowledge.
- Coordinate topics and resources with teachers, instructional coaches, counselors, administrators, and other district personnel to ensure consistency with district instructional practices.
- Review district academic, student-support data, school feedback, participation data, and stakeholder surveys to identify topics and continuously refine family education offerings.

Family Education Access & Communication

- Create multiple access points for family education, including in-person, virtual, recorded, print, and digital formats when appropriate.
- Post approved mini-lessons and resources on district-approved platforms.
- Promote available resources through school and district communication channels.
- Provide materials in accessible, family-friendly formats and, when appropriate, coordinate translation or interpretation services.
- Consider family work schedules, transportation, technology access, and other barriers when planning engagement opportunities.
- Maintain a resource library of family education videos, handouts, activities, and community resources.
- Monitor engagement with family education resources and use participation data to inform future programming.

Monthly Family & Community Newsletter

- Develop, publish, and distribute a monthly family and community newsletter highlighting family education opportunities, academic support resources, McKinney-Vento services and resources, upcoming school and district events, community resources, family engagement opportunities, and practical strategies families can use to support student learning and success at home.
- Coordinate newsletter content with appropriate district and school personnel and community partners to ensure information is accurate, timely, accessible, and aligned with district priorities.
- Utilize district-approved communication platforms and formats to ensure the newsletter is accessible to families and available in appropriate languages or translated formats when needed.

IV. School & Community Engagement

- Conduct meet-and-greet/outreach opportunities at each school, as feasible, to build relationships with families and staff, provide information, and increase visibility of family engagement and McKinney-Vento services, in collaboration with Communities in Schools Coordinator.

- Dedicate a minimum of one hour per month to direct outreach calls or other approved communication with families, providing encouragement, reminders, resources, and assistance.
- Collaborate with school administrators, counselors, teachers, attendance personnel, nurses, transportation personnel, and other staff to address barriers affecting student success.
- Establish and maintain partnerships with community agencies and organizations that provide services to students and families in collaboration with student support personnel.
- Participate in community events and school activities that provide appropriate opportunities for family engagement in collaboration with the Webster County Student Support Team.
- Develop referral pathways between schools, district personnel, and community partners, including an online portal for student/family referrals.
- Promote a welcoming, respectful, and inclusive school environment for families.

V. Student Academic Support & Advocacy

- Monitor the academic progress, attendance, and school engagement of McKinney-Vento students in collaboration with appropriate school personnel.
- Assist schools in identifying academic needs and connecting McKinney-Vento students with appropriate interventions and supports.
- Collaborate with school teams to identify barriers to student success and family engagement.
- Support all students and families in understanding available academic pathways and opportunities and connect them to appropriate resources when necessary.

VI. Staff Development & Capacity Building

- Work with the Attendance Director/McKinney-Vento Liaison to provide annual training for district and school personnel regarding McKinney-Vento eligibility, identification and referral procedures, immediate enrollment, educational rights, school stability, transportation, confidentiality, family engagement, and community resources.
- Provide supplemental training and technical assistance throughout the school year as needed.

- Develop quick-reference guides and other resources for school staff and families.
- Assist school personnel in understanding effective family engagement practices.
- Share strategies for communicating effectively with families experiencing barriers to school participation.
- Support staff in identifying opportunities to connect family education to student academic needs.

VII. Needs Assessment, Program Planning, & Evaluation

- Review district, school, and student data to identify areas in which families may benefit from additional education or support.
- Collaborate with Federal Programs and student support personnel and school leadership to identify family education priorities.
- Use the district's comprehensive needs assessment and strategic plan and coordinate with stakeholders to establish annual family education goals.
- Develop an annual Family Education Mini-Lesson Plan based on identified needs.
- Evaluate family participation, engagement, feedback, and resource utilization.
- Adjust programming based on data and emerging needs.
- Document connections between family education activities, identified needs, strategic priorities, and student and family outcomes.
- Collect, maintain, and analyze data related to McKinney-Vento identification, family contacts, referrals, family engagement participation, family education activities, mini-lesson development and utilization, and family feedback.
- Prepare reports and documentation required by the district, state, or federal programs.
- Maintain appropriate documentation demonstrating implementation and effectiveness of family engagement activities.
- Participate in program evaluation and continuous improvement activities.
- Maintain confidentiality of all student and family information.

X. Other Relevant Duties

- Attend required district and school meetings.
- Participate in professional development relevant to the position.

- Collaborate with the Attendance Director/McKinney-Vento Contact, Federal Programs Director, and other district personnel as requested.
- Participate in district initiatives related to student achievement, family engagement, attendance, transitions, and educational access.
- Perform other duties as assigned by the appropriate supervisor.

Qualifications:

- Bachelor's degree in education, marketing, human services, communications, or a related field.
- Demonstrated ability to work effectively with students, families, school personnel, and community agencies.
- Strong communication, organization, advocacy, and relationship-building skills.
- Ability to maintain confidentiality and handle sensitive information professionally.
- Ability to work independently while collaborating effectively with a multidisciplinary team.
- Ability to develop and present family education materials in an accessible and engaging manner.
- Ability to use technology to develop, record, edit, and distribute educational content.
- Ability to travel between schools and community locations.
- Ability to work occasional evenings, weekends, or nontraditional hours when required for family engagement and outreach activities.
- Experience working with students and families experiencing homelessness or housing instability.
- Knowledge of the McKinney-Vento Homeless Assistance Act.
- Knowledge of Title I parent and family engagement requirements.
- Experience creating educational videos, digital resources, or online learning materials.
- Experience in family engagement, community outreach, education, or student support services.
- Knowledge of evidence-based practices related to literacy, numeracy, executive functioning, student transitions, and family engagement.

- Successfully pass all applicable federal, state, and district-required background checks and clearances prior to employment and maintain eligibility for continued employment in accordance with applicable law and district policy.

Physical Demands & Working Conditions

- Frequent travel throughout the district and community.
- Regular interaction with students, families, school personnel, and community partners.
- Flexible work schedule, including occasional evening or weekend activities.
- Ability to work in a variety of school and community environments.
- Ability to use computers, mobile devices, audiovisual equipment, and other technology required to perform essential job functions.
- Ability to manage sensitive and confidential information with discretion.

Performance Expectations

Performance will be evaluated based on the individual's ability to:

1. Maintain compliance with applicable McKinney-Vento requirements.
2. Establish effective relationships with students and families.
3. Increase awareness and access to available supports and resources.
4. Support student enrollment, attendance, stability, and academic success.
5. Provide meaningful and accessible family education opportunities.
6. Develop and maintain a library of high-quality family education mini-lessons.
7. Develop and maintain consistent family and community communication, including the monthly family/community newsletter.
8. Align family education activities with identified district and school needs.
9. Collaborate effectively with school, district, and community partners.
10. Maintain accurate documentation and required records.
11. Use participation, feedback, and outcome data to continuously improve the program.

DEADLINE TO APPLY: October 2, 2026 – or until filled

SEND APPLICATIONS TO: jlbutcher@wvesc.org