



Position: Educational Liaison

Reports to: Director of Adoptions and Post Permanency

Summary: This position is responsible for coordinating education advocacy and tutorial services to support needed improvements in academic achievement for at-risk students in Crossnore's child welfare programs. The position will provide experiences that support and motivate students to be successful while engaging them in remedial and enrichment educational instruction. This position will manage Crossnore's Title I program and supervise tutorial staff.

Status: Exempt/Full Time

Schedule: Monday-Friday, must be able to work a flexible schedule, including evening hours based on student needs.

Location: Winston-Salem Campus

Qualifications:

- Bachelor's degree in Education or related field required.
- Minimum 2 years of educational experience in teaching/tutoring.
- Experience working with Title I and/or Federal grant programs preferred.
- Demonstrated understanding of IEP's, 504 and BIP's and navigating through the EC systems to meet student needs.
- Demonstrated knowledge of technology-based educational programs and familiarity with Google Suite.
- Previous supervisory experience preferred.
- Previous experience working with at-risk youth and familiarity with Trauma Informed care preferred.
- Strong verbal and written communication skills, attention to detail, and ability to work well with others.

Essential Duties & Responsibilities:

- Provides educational advocacy and support to family caseworkers and case managers in Crossnore's child welfare programs; including, but not limited to, supporting networking with school systems, advocating for educational accommodations, supporting educational transitions at admission and discharge, interpreting educational documentation, etc.
- Provides academic instruction based on the identified area(s) of weaknesses individually or in small groups sessions for at-risk students in Crossnore's child welfare programs in the Triad region.
- Designs intervention plans and monitors progress for students in Crossnore's child welfare programs.
- Oversees tutorial's educational software and online curriculums.
- Coordinates pre/post testing for students and submits data reporting outcomes.
- Communicates regularly with tutorial staff and child welfare program staff to track student progress or needs. Schedules and provides site supervision to tutorial staff.
- Maintains Title I program compliances & guidelines; submits required documentation to WSFCS, Title I Department for audits.
- Collaborates with WSFCS Title I Department as specified through the contractual agreements for funding programs.
- Completes administrative tasks.

Other Duties:

- Adhere to the Agency's commitment to the Sanctuary Model of Care, S.E.L.F Model, Self Care, Seven Commitments and their respective tools to create a supportive, nurturing environment conducive to clients' spiritual, social, educational and emotional development.
- Promote a safe, secure environment in all areas of responsibility by adhering to all policies and procedures and all program guidelines pertaining to risk management.
- Show good judgment related to work performance and ethical behavior and the supervision of others.
- Be responsive and sensitive to the cultural and ethnic differences among staff, students, cottage groups, and families served.
- Use Crossnore School & Children's Home resources efficiently and conservatively, including time, facilities, vehicles, equipment, supplies and funds.
- Participate in meetings per agency policy.
- Present a positive, helpful, and professional image of Crossnore School & Children's Home in personal appearance and attitude.
- Participate in regular performance evaluations and attend training opportunities to enhance professional growth.
- Demonstrates the ability to take supervisory direction as well as work independently using sound judgment.
- Assume responsibility for professional development through appropriate use of supervision (clinical/individual or group) and attendance at classes, workshops, etc. to improve professional skills.
- Ensure the provision of quality services through participation in Crossnore School & Children's Home's Performance Quality Improvement (PQI) process.

- Ensure compliance with all applicable standards of practice.
- Actively promote the mission, values and purpose of Crossnore School & Children’s Home.

PHYSICAL DEMANDS - Light

Position may require lifting to 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Frequent walking, standing, and sitting. Frequent reaching and/or grasping using hands and/or arms. May be required to ascend/descend stairs. Frequent use of hands requiring dexterity in using the telephone, computer keyboard, or other objects. Visual ability including distance, peripheral and depth perception. Ability to drive. Regularly required to talk and hear.

The above list is not all-inclusive. Other responsibilities may become necessary in the course of working routines and therefore be required.

_____ *I understand that this job description does NOT constitute a contract for employment and that Crossnore School & Children’s Home may exercise its employment-at-will rights at any time.*

_____ *I understand that this job description is a guide and is subject to change without advance notice to me. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time, due to reasonable accommodation or other reasons.*

_____ *I certify that I am able to perform the essential functions of this position as outlined in this job description.*

_____ *I have received and read this job description. I understand these responsibilities and am ready to fulfill them to the best of my abilities.*

Employee Signature:

Date:

CSCH Representative Signature:

Date: