

## Foster Youth Services Liaison Job Description

### 2011-2012 Minimum Expectations

The Foster Youth Services (FYS) Liaison position is designed to provide on-site support and coordinated services to foster youth students. The FYS Liaison will work with the Foster Youth Services Program to support the goal of improving educational outcomes for students in foster care. *Documentation of these responsibilities needs to be submitted to SSSD—stipends are dependent on attendance at each professional development and this documentation. Full stipends will be paid only to those who complete required role responsibilities.*

### **PROFESSIONAL DEVELOPMENT and PLANNING**

- **Attend the Foster Youth Services Liaison Orientation**
  - **High School Level**
    - Wednesday, September 21, 2011 (Room 8)
    - 1:00 PM - 4:00 PM
    - Student Support Services Department, 1515 Quintara Street
  - **Middle School Level**
    - Monday, September 26, 2011 (Room 8)
    - 1:00 PM - 4:00 PM
    - Student Support Services Department, 1515 Quintara Street
  - **Elementary School Level**
    - Tuesday, September 27, 2011 (Room 8)
    - 1:00 PM - 4:00 PM
    - Student Support Services Department, 1515 Quintara Street
- **Attend: three-hour Mid-Year FYSL professional development**
  - Tuesday, November 1, 2011 (Room 8)
  - 8:30 AM - 11:30 AM
  - Student Support Services Department, 1515 Quintara Street

### **POLICY**

Assist in the implementation of Assembly Bill 490, Assembly Bill 167, McKinney-Vento legislation and other policies as needed.

### **HEALTH AWARENESS**

Promote two school-wide awareness events:

- ❖ Foster Care Month in May
- ❖ Foster/Adoptive Parent Recruitment Campaign

## **STUDENT SUPPORT/OUTREACH**

- Facilitate “intake” and “exit” meetings with foster youth identified at your school site.
- Assess student educational needs and make appropriate referrals and intervention recommendations.
- Refer students to educational and/or vocational programs, including (but not limited to) tutoring, mentoring, Guardian Scholars Summer Academy, job training, college prep/fairs, etc.
- Involve students in school and community events, including after school programs, leadership/youth development activities, violence prevention/education, substance abuse prevention, school organizations, etc.
- Check on current attendance and grades of students.
- Discuss the student and any needs at Student Assistance Program (SAP) meetings.
- Coordinate and collaborate with care providers, social workers, probation officers, service providers, on-site Health and Wellness Team members and school counselors.

## **ADMINISTRATIVE DUTIES**

- Complete and submit FYS student intake and exit forms.
  - **Intake Form** submitted by Monday, November 21, 2011
  - **Exit Form** submitted by Friday, May 18, 2012
- Submit **Foster Care Month Activity Log** by May 18, 2012
- Submit **Foster/Adoptive Parent Recruitment Campaign** Activity Log by May 18, 2012
- Distribute the **FYS Census** to site administrator and SAP team members, including SHPD Nurse, Learning Support Professional, EXCEL After School Site Coordinator, Wellness Coordinator.
- Make a brief **presentation to school site staff** each semester at a faculty meeting regarding Foster Youth Services Support Liaison role and responsibilities.
- Provide students, caregivers, and school site staff with **FYS materials** and appropriate school based and community resources.

For more information, please contact Maya Webb, Foster Youth Services Coordinator at  
(415) 242-2615, Ext. 3310 or [webbm1@sfusd.edu](mailto:webbm1@sfusd.edu).