



Job title	<i>Educational Liaison</i>
FLSA Status	<i>Exempt</i>
Employment Status	<i>Full-time</i>
Reports to	<i>Director of Educational Liaison Program</i>

Job purpose

The Educational Liaison provides individualized assistance and inter-system coordination to students and families to develop positive communication and improved educational opportunities/outcomes for all students.

Duties and responsibilities

- Communication and collaboration with caregivers, GALs, DCS case managers, service providers and school staff.
- Schedule school meetings to obtain information on student's academic, social, and behavioral performance.
- Collaborate with school staff to identify and plan for supports, interventions, and services that meet the students' needs.
- Attend some Child and Family Team Meetings when education is a priority for discussion.
- Model positive partnering with schools.
- Review psychological evaluations, individual education plans, and 504s to collaborate with school staff and caregivers to ensure students' needs are met in the educational setting.
- Collaborate and problem solve with other educational liaisons.
- Attend monthly Educational Liaison meetings.
- Perform other duties as assigned.

Qualifications

- Master's Degree in Administration, Teaching or Social Work (preferred)
- Minimum of 5-10 years of experience in teaching or a related field
- 3-5 years in an educational leadership position or administrative position (preferred)
- Demonstrate interpersonal skills to work with a varied team of paid staff and volunteers.
- Strong organizational skills and demonstrate attention to detail.

- Experience managing volunteers, be goal-oriented, organized, and analytical, and have the ability to manage multiple priorities with skill and grace.
- Excellent written, oral, and communication skills. Superior active listening, observation, analytical, and problem recognition and solving skills. Exercise sound judgment.
- Strength of character, honesty, humor, and flexibility are necessary and important.
- Knowledge and skills in computer use.

Working conditions

This job operates in a professional office environment, home office, and school setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, and fax machines.

Physical requirements

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.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee may be required to stand, walk, use hands, handle, or feel, reach with hands and arms and may be required to drive.

Direct reports

None

Salary and Benefits

Salary and Benefits:

- Salary \$61,500.00/annually
- Benefits include, but are not limited to, a generous leave policy, excellent family health insurance, a 401(k) plan and the camaraderie of a team of committed advocates for social, racial, and economic justice.

Please send resumes to Lacy Wooten at lwooten@kidsvoicein.org by April 14, 2023.

Kids' Voice of Indiana is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, gender identity, gender expression, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Kids' Voice makes hiring decisions based solely on qualifications, merit, and business needs at the time.