

## School Liaison

The Virginia Refugee Student Achievement Project (VRSAP) of the Catholic Charities, Migration and Refugee Services assists refugee students in all applicable geographical areas. The Liaison works closely with the program manager to ensure that students receive needed assistance in all areas of their life, with a focus and emphasis on academics.

### Competencies Required

- Must be able to communicate effectively in writing and verbally both internally, and to clients and external agencies.
- Must be able to represent Catholic Charities/MRS at conferences, trainings, and meetings in the community, particularly within the school system.
- Familiarity with area Public Schools.
- Must be a proactive team player and create a cooperative and positive relationship with colleagues, clients, and US Ties.
- Must be able to assist clients and their children to solve difficult problems under pressure.
- Must be able to consistently work towards self-sufficiency and positive academic performance with all clients and reflect the mission and the goals of the agency with minimal day-to-day supervision.
- Must be able to work independently when needed but may also seek guidance from supervisor.
- The student liaison must have a range of IT skills.
- Must be able to keep informed of the social services policies and practices in all counties and localities where the student liaison is active.
- Must be able to keep informed of information regarding any changes in education policy or practices.
- The ability to manage own learning and identify trainings and seminars that would be beneficial to self and other staff.
- Must be able to strengthen existing relationships and create new ones within the education community.

### Job Responsibilities.

- Enroll students in school after arrival including testing and school registration appointments, assisting with the completion of school physicals, and immunizations as needed.
- Provide new families with orientation to school system, providing language-appropriate resources to insure clear communication.
- Organize and execute VRSAP activities such as the annual banquet and other student activities.
- Monitors academic progress of students by obtaining teacher progress reports, ESOL levels, attendance reports, guidance counselor evaluations, and grades.
- Assists with matching students to existing tutoring resources (volunteers, community centers, school programs) in their neighborhood areas.
- Assists with recruiting and training volunteer tutors. Assist with guiding prospective volunteers through the application and screening process including background checks and VIRTUS training.
- Monitors tutors to ensure they are addressing academic needs of students. Provides updates on volunteer and student progress and activities.
- Educate school personnel about refugee students and issues facing them (as well as cultural considerations).
- Orients new families to school system, providing language-appropriate resources to insure clear communication.
- Maintains regular contact and communication with schools (and school clinics) and parents regarding refugee student health concerns.
- Encourages refugee parents to become more involved and play an active role in their children's education.
- Conducts collaboration meetings regarding student concerns.
- Maintains refugee student database to track participating students, date of arrival, school name and grade level.
- Takes on other duties as they become evident throughout working with refugee students and their needs.
- Other Duties as Assigned

### Documentation and Reporting

- Report to supervision and submission of statistics and required data.
- Report any incidents regarding safety and security of students to supervisor immediately.

- Prepare quarterly program reports for submission to Office of Newcomer Services in timely manner.
- Prepare quarterly reports for Catholic Charities as needed.
- Prepare program status report as requested.
- Ensure accurate and up-to-date VNIS reporting.
- Report on local trends in education insofar as they impact refugee resettlement.
- Prepare files for internal and external audits as needed or requested by supervisor.

Please send cover letter with salary requirements to [jobs@ccda.net](mailto:jobs@ccda.net).