



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Educational Liaison TOSA**
The Landing Youth Shelter and Matthews House
Job Family: **Licensed**
Prepared/Revised Date: **February 20, 2025**

FLSA Status: **Exempt**
Pay Range: **T Salary Schedule**
Job Code: **21814**

SUMMARY: Responsible for assisting students receiving a variety of services from The Landing Youth Shelter and Matthews House. Students may require assistance ensuring equitable access to their education and related services. This position will serve as a member of The Landing Youth Shelter team, will be supervised on a day-to-day basis by the Youth Shelter Manager and will function as part of the Student Services department at Poudre School District. Work to align with the individual needs of each PSD student receiving services at The Landing and will ensure that services align with McKinney-Vento and state and federal laws relating to educating students.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Ensure the compliance of and support the access to educational programming and related service provision providing all students access to their educational environments as required by local, state and federal law.
2. Ensure immediate enrollment in school, coordinate transportation and engage in access to all educational services and opportunities for which they are eligible.
3. Work closely with district-level and school-level McKinney-Vento support, ensuring the enrollment, accessibility, and educational stability for students lacking a fixed, regular, and adequate nighttime residence.
4. Coordinate and administer student's assignments and assessments as well as coordinate a variety of online platforms to support student engagement and access to educational opportunities.
5. Ensure any classroom environment to maximize instructional opportunity, supervise the well-being of students in the classroom and all educational settings.
6. Provide coherence, access and rigor within the learning environment in coordination with each school district partner.
7. Monitor student growth and progress, adapt support as needed, and maintain documentation pertinent to academic, social, and emotional progress and needs of students.
8. Communicate and collaborate students' progress, needs, and eligibility and coordinate with identified educational teams based on each students' individualized needs.



9. Collaborate:
 - a. With teachers, support personnel, administrators, and colleagues to enhance instruction and improve student outcomes.
 - b. With colleagues on teams and building-based meetings and discussions.
 - c. Engage in a collaborative, solution focused environment to resolve conflicts.
10. Demonstrate a commitment to:
 - a. Understand, appreciate, and make accommodations for student diversity.
 - b. Include and engage families and/or caregivers in the student's education in collaboration with the students.
 - c. Support all Poudre School District policies, procedures, and expectations and align with other school district expectations as needed depending on the individual student.
 - d. Engage in a collaborative, solution focused environment to resolve conflicts.
11. Participate in:
 - a. Department, team, building, and district and community meetings and discussions as assigned by the Youth Shelter manager and/or the Executive Director of Student Services at PSD.
 - b. Student and/or family conferences and other meetings.
 - c. Other meetings as assigned by supervisor(s).
12. Perform other duties as assigned by supervisors.

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree with specialized knowledge/training or teaching licensure program required
- Experience instructing students in a classroom setting required

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado teaching license with appropriate endorsements required
- CPR and First Aid certifications encouraged

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment
- Ability to communicate with students, parents/guardians, staff, and community members
- Ability to be a part of and work with a team
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities



- Ability to manage multiple tasks with frequent interruptions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard educational/instructional technology equipment and programs.
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Executive Director of Student Services	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	