



CIVIL DIVISION  
CLASS SPECIFICATION

**Student Support Liaison**

DATE ADOPTED: 8/8/2025

LAST REVISION:

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**DISTINGUISHING FEATURES OF THE CLASS:**

The Student Support Liaison serves as a key member of a school district, ensuring compliance with state and federal regulations while supporting equitable access to education for all students. This position oversees state grants, residency matters, student records, attendance reporting, and services related to McKinney-Vento Homeless Assistance Act, foster care, and home instruction. The incumbent acts as a liaison between families, schools, and outside agencies. Supervision will be exercised over lower level staff.

**TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level support titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Serves as the District's McKinney-Vento liaison, ensuring homeless students receive appropriate services in accordance with federal law;
2. Serves as the District's Foster Care Point of Contact, coordinating with local agencies and schools to support foster youth;
3. Investigates and resolves student residency matters in compliance with New York State Education Law and district policies;
4. Oversees the registration and documentation processes for home-schooled students and ensure compliance with New York State Education Department (NYSED) regulations;
5. Collects, maintains, and reports student attendance data and manages and responds to student records requests including transcripts, verification of enrollment, and records for transfers;
6. Coordinates services and documentation for students receiving home instruction due to medical or other approved reasons;
7. Acts as the liaison between the district and the state regarding grant audits, expenditures, compliance and submission of applications and proposals;
8. Provides direct supervision and support to student records staff to ensure efficient operation of the registration office;
9. Collaborates with school administrators, guidance counselors, and outside agencies to support student services initiatives;
10. Assists in policy development and procedural updates related to assigned responsibilities;
11. Provides direct supervision and support to student records staff to ensure efficient operation of the registration office.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Good knowledge of the community and community resources; knowledge of supervisory practices including scheduling, organizing work flow, resolving problems and evaluating employee performance;



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knowledge necessary to prepare grant funding paperwork and reports relative to the distribution of grant funds; knowledge with student data systems; ability to interpret and apply federal, state, and local regulations related to student services; ability to plan and carry out family/school meetings; ability to establish and maintain effective working relationships with the community, school personnel, and social service agencies; ability to communicate effectively, both orally and in writing; ability to organize work; ability to maintain records; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Bachelor's degree and one (1) year of work experience in a school district which involved both clerical and student related services;
- OR: (B) Associate's degree and three (3) years of work experience in a school district which involved both clerical and student related services;
- OR: (C) An equivalent combination of education, training, and experience between the limits of (A) and (B) above.

**NOTE:** Student services include supports designed to help students succeed academically, socially, and emotionally. These services encompass tutoring, counseling, career planning, financial supports including Title I Grants, transportation, health services, and even assistive technology.

**NOTE:** Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**SPECIAL REQUIREMENTS:**

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

**CIVIL DIVISION USE ONLY:**

**JURISDICTIONAL CLASSIFICATION:** Competitive

**REVISION HISTORY:**