

COURT LIASON
(Albany School District)

DISTINGUISHING FEATURES OF THE CLASS: This position serves as a liaison between the School District, Family Court, and community partners to promote school attendance and help students involved in the court system overcome obstacles that prevent them from attending classes regularly. The incumbent works under general supervision and is responsible for monitoring, coordinating, and facilitating communication between school staff, students, families, and the court system to support improved school attendance and compliance with court-ordered mandates. The Court Liaison assists in the preparation of reports and documentation for Family Court proceedings, tracks student attendance and related interventions, and ensures that relevant information is accurately and promptly shared among all parties. The work requires a high degree of independent judgement, discretion, organizational skill, and the ability to work effectively with diverse populations, including students, families, educators, legal professionals, and service providers.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Serves as a school representative to family court judges regarding students with juvenile delinquent petitions, neglect petitions, and custody cases;
- Attends Family Court each time a student appears on a Person In Need Of Supervision (PINS) truancy petition;
- Reviews and signs all PINS truancy petitions;
- Plans for PINS truancy related summonses to be served to students;
- Completes warrant data sheets and extension sheets and notifies district of active PINS truancy related cases;
- Requests support, such as mentors, from district staff for students returning to their educational programs;
- Communicates the district's mission throughout the schools, community and the court system;
- Assists families in securing the most appropriate educational program for the students;
- Maintains daily contact with district staff regarding students' attendance, behavior, adjustment, and academics and with agencies that are providing services;
- Maintains contact with County departments and agencies such as the Department of Human Services, Office of Probation, and the Child and Family Services Division;
- Maintains a database regarding status of ongoing court activity of students;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the truancy petition process;
- Good knowledge of local government agencies and services related to youth; working knowledge of the Family Court system;
- Ability to isolate and focus on core issues of students that affect behavior;
- Ability to establish priorities;
- Ability to work within the judicial and school system and learn related procedures;
- Ability to analyze and assess students' situations in order to determine appropriate avenues to take to improve academic attendance;
- Ability to advise students and families of appropriate educational programs;
- Ability to file PINS truancy petitions; ability to maintain databases;

- Ability to clearly, accurately and concisely communicate orally and in writing;
- Ability to maintain organization;
- Ability to establish and maintain effective working relationships and work as a staff member;
- Ability to develop and maintain positive relationships with families and students;
- Ability to keep and maintain accurate records and reports;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Master's Degree or higher in Education, Social Work, Psychology, Counseling, Criminal Justice, Legal Studies, or a closely related field, plus three (3) years of full-time paid professional experience in counseling, education, social work, or working with individuals involved in the court system; OR
- B. Bachelor's Degree or higher in Education, Social Work, Psychology, Counseling, Criminal Justice, Legal Studies, or a closely related field, plus five (5) years of full-time paid professional experience as defined above; OR
- C. Bachelor's Degree or higher in Education, Social Work, Psychology, Counseling, Criminal Justice, Legal Studies, or a closely related field, plus New York State Attendance Teacher certification, plus three (3) years of full-time paid professional experience as defined above; OR
- D. An equivalent combination of education and experience as defined by (A) and (B).

Note: *Professional experience means work involving direct counseling, case management, education, or court-related duties with individuals or families, where responsibility includes assessment, planning, and follow-up.*

Note: Your degree 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. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Must possess a valid New York State Department of Motor Vehicles Operators License at time of appointment and for the duration of employment.