

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

HOMELESS EDUCATION COORDINATOR/LIAISON

QUALIFICATIONS:

- (1) Bachelor's Degree (BS) or higher
- (2) Successful experience in working with parents and/or students
- (3) Ten (10) years of educational experience
- (4) Four (4) years teaching experience

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of family dynamics; ability to communicate effectively with parents, students, school personnel, and others; knowledge of or the ability to understand and interpret applicable federal and state rules and regulations, and School Board policies and procedures related to job assignments.

REPORTS TO:

Coordinator of Parent and Community Services

JOB GOAL

To help coordinate and facilitate the enrollment, assessment and placement of homeless students in the Gadsden School District.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Length of work year and hours of employment shall be those established by the District.

SALARY

Administrative Support Salary Schedule – Pay Grade 2

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No.

Homeless Education Coordinator/Liaison (continued)

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation

- * (1) Strategically plan for the implementation of the Homeless Program
- * (2) Develop, maintain and utilize a community resource file.
- * (3) Review district program goals and objectives for consistency of purpose

Program Management

- * (4) Maintain individual files on each student, including entry/exit and program evaluations.
- * (5) Maintain records and reports in auditable form
- * (6) Manage Time effectively
- * (7) Assist in maintaining security of records

Assessment Assistance

- * (8) Assist in evaluating each student prior to and upon entry
- * (9) Monitor the progress of students placed
- * (10) Assist in evaluating program effectiveness and suggest means of improvement

Service Delivery

- * (11) Ensure that children and youth in homeless situations are identified by school personnel and through coordination activities with other entities and agencies.
- * (12) Help unaccompanied youth choose and enroll in a school, after considering the wishes of the youth, and provide the youth with a notice of their right to appeal an enrollment decision that is not their choice.
- * (13) Prepare and maintain required reports and records as requested
- * (14) Ensure that unaccompanied youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment or placement.
- * (15) Inform parents or guardians of educational and related opportunities available to their children and provide them with meaningful opportunities to participate in the education of their children
- * (16) Ensure that parents and guardians and unaccompanied youth are fully informed of all transportation services including the school of origin, and are assisted in accessing transportation services
- * (17) Ensure that public notice of the educational rights of students in homeless situations is disseminated where children and youth receive services under the McKinney-Vento Act.
- * (18) Carry out dispute resolution processes as expeditiously as possible in accordance with the enrollment disputes section of the McKinney-Vento Act after receiving notice of the dispute.
- * (19) Assist students with obtaining immunizations or medical and immunization records
- * (20) Assist the student or parents with the completion of free/reduced meals application.
- * (21) Provide, as needed, access to special programs such as Special Education, Head Start, Title I, Gifted and Talented programs, Even Start, and Programs for English Language Learners.

Homeless Education Coordinator/Liaison (continued)

Collaboration

- *(22) Collaborate and coordinate with State Coordinators for the Education of Homeless Children and Youth, and community and school personnel responsible for the provision of education and related services to children and youth in homeless situations.
- *(23) Work closely with teachers and other professionals.
- *(24) Communicate effectively orally and in writing

Training and Development

- *(25) Participate in training sessions and in-service as needed or required
- *(26) Assist others in understanding the Homeless Program

Responsibilities and Ethics

- *(27) Maintain confidentiality of student information
- *(28) Use effective, positive interpersonal skills
- *(29) Demonstrate integrity through ethical behavior
- *(30) Carry out job responsibilities in a timely and consistent manner
- *(31) Recognize and remain sensitive to the individual needs and differences of students
- (32) Perform other duties as assigned.

Student Growth/Achievement

- *(33) Ensure that actions contribute to continuous growth and achievement appropriate for student program classification
- *(34) Collect and maintain individual student information as needed and/or required

* Essential Performance Responsibilities