



JOB TITLE	DEPARTMENT	REPORTS TO
District Homeless Education Liaison - Grant Funded	Student Assignment	Director of Student Assignment

Position No: 61099	Length of Work Year: 12 Months
Salary Schedule: P09	Date Approved: 8/8/17
FSLA: Exempt	Date Revised: 4/18/19

JOB GOAL
The Homeless Liaison is responsible for assuring that homeless/highly mobile children are fully integrated into the mainstream school setting and offered appropriate educational support as authorized under the McKinney-Vento Act for Homeless Education. The Homeless Liaison shall coordinate and collaborate with the state coordinator, community and school personnel responsible for the provision of education and related services to homeless students.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's Degree required in social services, counseling, psychology, or public health, Master's preferred. 2. Minimum three (3) years prior work-related experience. 3. Bilingual Preferred. 4. Ability to perform the functions of the position.

KNOWLEDGE SKILLS AND ABILITIES
<ol style="list-style-type: none"> 1. Demonstrate ability to work with the public. 2. Project/ Program Management experience. 3. Demonstrated proficiency in Microsoft Office Suite with a focus of MS Excel, MS Word, MS PowerPoint. 4. Effective Oral and Written Communication Skills. 5. Working knowledge of laws regarding McKinney Vento Act and Homeless Education.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Identify homeless students, maintain a program database, and write reports as required by district, state, and/or federal agencies. 2. Assist parents with the completion of school choice applications and registration. 3. Serve as a liaison between school personnel, parents, community agencies, and service providers. 4. Collaborate with other district, state, and/or federal programs regarding reading specialists in providing materials and instruction for homeless students. 5. Develop, coordinate, and facilitate districtwide professional development trainings regarding homeless education issues. 6. Serve as a liaison regarding transportation issues and to ensure academic, social, and emotional stability. 7. Represent St. Lucie Public Schools on community task forces regarding homeless services and state/national conferences. 8. Obtain resources necessary to promote educational readiness. Conduct site visits to collect information regarding students need. 9. Complete an annual Needs Assessment and conduct continuing program improvement based on the outcome of the assessment. 10. Act as a mediator during dispute resolution hearings, provide documentation to state Department of Education and maintain site paperwork.

11. Promote community awareness of the McKinney Vento Program through local media and community presentations.
12. Assist in Monitoring Title IV Part A activities and coordinate Title I, Part A Homeless set aside services to homeless students.
13. Assist in preparing the Title IV Part A McKinney- Vento sub-grant documentation and assist in writing the Title I grant application.
14. Coordinate, organize and maintain Homeless Resource Storage.
15. Perform other work-related duties as assigned by supervisor.
16. Assist and support Student Assignment daily functions and goals as directed.
17. Perform assigned tasks in a timely and efficient manner.
18. Perform assigned tasks with a high standard of quality and attention to detail.
19. Perform other duties as assigned by the supervisor.

PHYSICAL DEMAND CLASS:

Medium (M) - Frequent lifting and carrying of objects weighing 25 pounds or less. Infrequent lifting and carrying of objects weighing 26-50 pounds. Continuous walking and/or standing is required to carry out duties.