

SCHOOL DISTRICT OF ALACHUA COUNTY

COORDINATOR -- HOMELESS EDUCATION

JOB DESCRIPTION

FLSA:	Exempt	BARGAINING UNIT ELIGIBILITY:	No
PAY GRADE:	29	SALARY SCHEDULE:	Professional/Technical

QUALIFICATIONS:

- (1) Bachelors degree in counseling, social work, psychology, education, or a related field from an approved accredited educational institution;
- (2) Minimum of three (3) years experience providing services for school-aged children;
- (3) Hold a valid Florida Drivers License and provide own transportation.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to understand and interpret school law as it relates to homeless students. Knowledge of intervention strategies designed to improve student achievement and school success. Skill in assessment and case management. Ability to interpret homeless education requirements, provide support activities for students and their families, and conduct staff training. Ability to travel to various sites throughout the District. Ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies. Ability to communicate effectively both orally and in writing.

REPORTS TO:

Director -- Project and Staff Development

JOB GOAL

To coordinate the delivery of services for the homeless student population to promote student attendance and facilitate access to appropriate education and services.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Coordinate the delivery of mandated services to homeless students and families in accordance with requirements of the Title X Homeless Education Program and state law.
- * (2) Serve as a resource to school-based administrators, guidance counselors, teachers, and health services personnel regarding homeless students, interpretation of homeless/school attendance policies and laws, and record-keeping requirements.
- * (3) Collaborate with school and district-level staff to develop interventions for students identified as homeless and develop individualized service plans.
- * (4) Assess student and family school-related needs.
- * (5) Assist in the development of intervention strategies for qualifying students.
- * (6) Implement case management services, monitor student/family progress and status, and make referrals to other professional staff members or community agencies as needed.
- * (7) Visit living areas/shelters of identified homeless students to assess the student and family needs and to coordinate educational support services.

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- * (8) Serve as a liaison between schools and agencies/facilities such as homeless shelters and social services to coordinate assistance for homeless students.
- * (9) Provide families with information related to the needs of their child(ren) and serve as a resource to parents/guardians by providing support activities and communicating with families regarding available services.
- * (10) Conduct training to school staff on programs for the homeless student population and recommend strategies for supporting the needs of these students.
- * (11) Maintain necessary records and prepare related reports to meet federal requirements.
- * (12) Keep daily vehicle and work activities logs.
- * (13) Adhere to applicable safety standards.
- * (14) Attend staff meetings and workshops.
- * (15) Assist with maintaining a clean and orderly environment.
- * (16) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (17) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (18) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (19) Demonstrate initiative in the performance of assigned responsibilities.
- * (20) Demonstrate support for the school district and its goals and priorities.
- * (21) Exhibit interpersonal skills to work as an effective team member.
- * (22) Follow attendance, punctuality and proper dress rules.
- * (23) Maintain confidentiality regarding school/workplace matters.
- * (24) Maintain expertise in assigned area.
- * (25) Manage time efficiently.
- * (26) Model and maintain high ethical standards.
- * (27) Participate in cross-training activities as required.
- * (28) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (29) Respond to inquiries and concerns in a timely manner.
- * (30) Prepare all required reports and maintain updated and accurate records.
- * (31) Represent the District in a positive and professional manner.
- * (32) Respond to inquiries and concerns in a timely manner.
- (33) Perform other duties as assigned.

**Essential Performance Responsibilities*

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:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

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EVALUATION:

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

Job Description Addendum No. 11

Adopted 10/19/10