

ABC Public Schools

Job Description

Job Title: Homeless Liaison
Position Code: 2E17
Job Classification: Exempt

Supervisor: Coordinator II
Pay Grade: 31
Contract Length: 245 Days

Job Summary

Position is responsible for supporting the needs of the homeless student population and ensuring the delivery of mandated services to facilitate the student's attendance and access to appropriate education. Position assesses students and families; interprets laws relating to homeless students; works as a team member to develop intervention strategies; provides case management; monitors student progress; and makes referrals. Position also acts as a resource to school staff and conducts related training.

Essential Duties

DUTIES- Each local educational agency liaison for homeless children and youths, as defined in the Every Student Succeeds Act of 2015 <http://www.ed.gov/essa?src=rn>, shall ensure that--

1. Homeless children and youths are identified by school personnel through outreach and coordination activities with other entities and agencies;
2. Homeless children and youths are enrolled in, and have a full and equal opportunity to succeed in, schools of that local educational agency;
3. Homeless families and homeless children and youths have access to and receive educational services for which such families, children, and youths are eligible, including services through Head Start programs (including Early Head Start programs) under the Head Start Act (42 U.S.C. 9831 et seq.), early intervention services under part C of the Individuals with Disabilities Education Act (20 U.S.C. 1431 et seq.), and other preschool programs administered by the local educational agency;
4. Homeless families and homeless children and youths receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services;
5. The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
6. Public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents or guardians of such children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians of homeless children and youths, and unaccompanied youths;
7. Enrollment disputes are mediated in accordance with paragraph (3)(E); May 17, 2016.
8. The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin, as described in paragraph (1)(J)(iii), and is assisted in accessing transportation to the school that is selected under paragraph (3)(A).
9. School personnel providing services under this subtitle receive professional development and other support; and
10. Unaccompanied youth—
 - (i) are enrolled in school;
 - (ii) have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth, including through implementation of the procedures under paragraph (1)(F)(ii); and
 - (iii) are informed of their status as independent students under section 480 of the Higher Education Act of 1965 (20 U.S.C. 1087vv) and that the youths may obtain assistance from the local educational agency liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid described in section 483 of such Act (20 U.S.C. 1090).

Other Duties

- 1. Performs any other related duties as assigned by the Coordinator II, Equity & Accountability or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills & Abilities Required)

Must possess a Bachelor’s degree in counseling, social work, psychology, education, or a related field with some related experience providing services for school aged children; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess a demonstrated knowledge and understanding of school law as it relates to homeless students; intervention strategies; and referral sources. Must possess excellent assessment, case management, interpersonal, and communication skills. Must possess the ability to interpret homeless law; provide support activities for students and their families; and conduct training to staff. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies.

Working Conditions and Physical Requirements

Duties are performed in various environments to include in an office environment, at school sites, at homeless shelters, and in the community with no unusual physical demands. Work involves physical effort encountered in normal, everyday office activities. Position requires occasional local travel in the community. While performing the duties of this job, the employee is occasionally exposed to angry students/parents and neighborhoods considered to have high levels of violence potential.

The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Supervision Exercised: None

Supervision Received: Coordinator II, Equity & Accountability

This job description in no way states or implies that these are the only duties to be performed by this employee. The Homeless Liaison Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Coordinator II, Equity & Accountability or other appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date