JOB DESCRIPTION

POSITION TITLE: Homeless Liaison Coordinator  
JOB CODE: 413D

DIVISION: Academic/Teaching & Learning  
SALARY SCHEDULE: N/A

DEPARTMENT: Community Engagement & Title I  
WORK DAYS: 188

REPORTS TO: Director, Title I  
PAY GRADE: CZ00 (Based on Coordinator Schedule)

FLSA: Exempt  
PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Coordinates the Homeless Education Program.

REQUIREMENTS:

1. Educational Level: Bachelor Degree
2. Certification/License Required: Valid Georgia Teaching Certificate or School/Social Worker Certificate.
3. Experience: 2 years
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; data entry; MS Office

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Completes and submits information required by GADOE on homeless students, including the data collection survey for the Consolidated Application, the competitive grant, and grant evaluation report. Prepares for monitoring by GADOE or USDOE.
3. Reviews and revises District policies, procedures and forms that impact homeless students.
4. Ensures the proper identification of homeless students and that parents/guardians are properly informed of educational rights under McKinney-Vento Homeless Assistance Act (M-V) in coordination with school and agency personnel.
5. Ensures the maintenance of data required for reporting to the District and GADOE.
6. Mediates enrollment and school of origin disputes with parents and school personnel.
7. Ensures M-V eligible services are made available as appropriate for homeless students.
8. Provides staff development for district personnel on the requirements of the McKinney-Vento Assistance Act.
9. Develops relationships with homeless agencies and community organizations to maintain awareness of resources for homeless students and families. Disseminates information regarding educational rights of homeless students to schools.
10. Determines grant and Title I Set Aside budget in collaboration with the Title I Director and Grant Technician. Monitor spending.
11. Oversees the hiring, training, and monitoring of the Homeless Education Program tutors and staff.
12. Performs other duties as assigned by the appropriate administrator.

Signature of Employee ___________________________ Date __________________

Signature of Supervisor ___________________________ Date __________________