



EMPLOYEE NAME: _____

Created:10/21:

JOB DESCRIPTION

POSITION TITLE: ARP HCYII Homeless Education Support Specialist	JOB CODE: 408F
DIVISION: Federal Programs	SALARY SCHEDULE: Teacher
DEPARTMENT: Homeless Education Program	WORKDAYS: 188
REPORTS TO: Homeless Education Coordinators	PAY GRADE: CIT (4,5,6, & 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Ensures that CCSD is in compliance with the Mc-Kinney Vento Homeless Assistance Act by eliminating barriers to the education of homeless children. This position is for the duration of the ARP-HCY II grant.	

REQUIREMENTS:

1.	Educational Level: Bachelor’s degree required; Master’s preferred
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: 2 years with at-risk students
4.	Physical Activities: Routine physical activities that are required to fulfil job responsibilities
5.	responsibilities Knowledge, Skill, & Abilities: Written and oral communication; interpersonal skills, computer skills, and ability to accept supervision

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.	Facilitates the identification, enrollment, school stability and opportunities for educational success for homeless children and youth.
3.	Mediates enrollment and school of origin disputes with parents and school personnel.
4.	Collaborates with families, school personnel, and community agencies to serve the complex needs of McKinney-Vento students to promote student success.
5.	Develops and implements professional learning opportunities to increase awareness and identification of homeless students.
6.	Maintains data on homelessness for CCSD and GaDOE.
7.	Provides academic instructional support for the Homeless Education tutoring program and other academic assistance programs.
8.	Proactively monitors the attendance of McKinney-Vento students and coordinates intervention with the Homeless Education Program staff to improve attendance and engagement.
9.	Performs other duties as assigned by the appropriate administrator.

This position is for the duration of the ARP-HCY II grant.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____