



EMPLOYEE NAME: _____

Created 11/21:

JOB DESCRIPTION

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| POSITION TITLE: Homeless Education Systems Navigator (ARP-HCYII) | JOB CODE: 407Y |
| DIVISION: Federal Programs | SALARY SCHEDULE: School Social Worker and Psychologist |
| DEPARTMENT: Homeless Education Program | WORKDAYS: 208 |
| REPORTS TO: Homeless Education Program Coordinators | PAY GRADE: Based on CSC (5, 6 or 7) |
| FLSA: Exempt | PAY FREQUENCY: Monthly |
| PRIMARY FUNCTION: Assesses needs of homeless children and youth and their families to connect them with school support services and community resources. This position is for the duration of the ARP- HCY II grant. | |

REQUIREMENTS:

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| 1. | Educational Level: Master’s Degree required |
| 2. | Certification/License Required: Service Certificate; Certified School Social Worker; LCSW license preferred |
| 3. | Experience: 1 year school social work or 5 years general social work preferred |
| 4. | Physical Activities: Routine physical activities that are required to fulfill job responsibilities. |
| 5. | Knowledge, Skills, & Abilities: Written and oral communication; interpersonal skills; computer skills; and ability to supervise persons and to accept supervision. Working knowledge of the McKinney-Vento Act and an understanding of the variety of social services available to support McKinney-Vento students. |

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

ESSENTIAL DUTIES:

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| 1. | Demonstrates prompt and regular attendance. |
| 2. | Complies with the School Social Work Department Standard Operating Procedures and attends appropriate in-services and staff development to enhance professionalism. |
| 3. | Works collaboratively with the Homeless Education staff, students, parents, and other school personnel to serve the complex needs of McKinney-Vento students to promote student success. |
| 4. | Proactively monitors the attendance of McKinney-Vento students and coordinates intervention to help improve attendance and engagement. |
| 5. | Coordinates school-based services for McKinney-Vento students, including those services in the areas of behavior and social-emotional support. |
| 6. | Develops partnerships with community-based organizations to support McKinney-Vento students and families. |
| 7. | Assess McKinney-Vento students and families’ needs to connect them with available community resources. |
| 8. | Travel as needed for assessments and home visits. |
| 9. | Performs other duties as assigned by the appropriate administrator. |

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____