

JOB DESCRIPTION

| | |
|---|-------------------------------------|
| POSITION TITLE: Homeless Liaison Coordinator, Title I | JOB CODE: 413G |
| DIVISION: Academic/Teaching & Learning | SALARY SCHEDULE: Coordinator |
| DEPARTMENT: Community Engagement & Title I | WORKDAYS: 208 |
| REPORTS TO: Director, Title I | PAY GRADE: CC1 (5, 6, or 7) |
| FLSA: Exempt | PAY FREQUENCY: Monthly |
| PRIMARY FUNCTION: Coordinates the Homeless Education Program. Ensures that CCSD complies with McKinney-Vento Homeless Assistance Act which eliminates barriers to the education of homeless children; collaborates between the district and agencies that serve homeless children; implements extended learning opportunities that serves homeless children in CCSD schools. | |

REQUIREMENTS:

| | |
|----|---|
| 1. | Educational Level: Bachelor's degree, Master's degree preferred |
| 2. | Certification/License Required: Valid Georgia Teaching Certificate or School/Social Worker Certificate |
| 3. | Experience: 2 years working with at-risk students; grant writing experience preferred |
| 4. | Proficient Skills: Written and oral communication; interpersonal skills; conflict resolution skills; ability to accept supervision. |
| 5. | Physical Activities: Routine physical activities that are required to fulfill job responsibilities |

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. | Facilitates the identification, enrollment, school stability and opportunities for educational success for homeless children and youth. |
| 6. | Collaborates with families, school personnel, and community agencies to serve the complex needs of homeless students to promote student success. |
| 7. | Maintains accurate data required for student reporting. |
| 8. | Mediates enrollment and school of origin disputes with parents and school personnel. |
| 9. | Ensures M-V eligible services are made available as appropriate for homeless students. |
| 10. | Provides staff development for district personnel on the requirements of the McKinney-Vento Assistance Act. |
| 11. | 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. |
| 12. | Determines grant and Title I Set Aside budget in collaboration with director and grant technician. |
| 13. | Monitors grant implementation and effectiveness of program impact. |
| 14. | Develops, implements, and monitors extended learning opportunities for homeless students. |
| 15. | Communicates with supervisor and others as needed. |
| 16. | Performs other duties as assigned by the appropriate administrator. |

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____