



EMPLOYEE NAME: _____

Revised: 01/07; 10/12; 3/18; 6/18; 11/22

JOB DESCRIPTION

POSITION TITLE: Homeless Liaison, Title I	JOB CODE: 413E
DIVISION: Academic/Teaching & Learning	SALARY SCHEDULE: Teacher Salary Schedule
DEPARTMENT: Community Engagement & Title I	WORKDAYS: 188
REPORTS TO: Director, Title I	PAY GRADE: CIT (4,5,6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Ensures that CCSD remains compliant with McKinney-Vento Homeless Assistance Act which eliminates barriers to the education of homeless children; and collaborates between CCSD and agencies that serve homeless children.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree required
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: 2 years experience in grant writing
4.	Proficient Skills: Written and oral communication; interpersonal skills; computer skills; and ability to supervise persons and 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.	Implements and oversees the in-school tutorial program for homeless students in CCSD Schools.
3.	Distributes school supplies for homeless students to the schools.
4.	Identifies homeless students.
5.	Consults with school personnel on homeless issues.
6.	Disseminates information regarding McKinney-Vento Homeless Assistance Act.
7.	Maintains data on homelessness in Cobb County.
8.	Coordinates and collaborate with state coordinator, Title I staff, District grant manager, and homeless agencies.
9.	Works as a team member.
10.	Communicates with supervisor and others as needed.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____