

JOB DESCRIPTION**HOMELESS LIAISON**

State Job Code: 7342

TITLE: Homeless Liaison**REPORTS TO:** Associate Director of Student Support**SUPERVISES:** N/A

JOB FUNCTION: The Homeless Liaison is responsible for assuring that homeless/highly mobile children are fully integrated into the mainstream school setting and offered appropriate educational support as authorized under the McKinney-Vento Act for Homeless Education. The Homeless Liaison shall coordinate and collaborate with the state coordinator, community, and school personnel responsible for the provision of education and related services to homeless students.

DUTIES AND RESPONSIBILITIES:

- Act as a liaison between schools, shelters, and the community on behalf of homeless/highly mobile students.
- Ensure that homeless families and students receive educational services for which they are eligible, and referrals to health-care services, dental services, mental health services and other appropriate services.
- Ensure that parents of homeless students are informed of the educational and related opportunities available to the students and are provided with meaningful opportunities to participate in the education of their shelter.
- Ensure that public notice of the educational rights of homeless students is distributed where such students receive services (i.e., schools, family shelters and soup kitchens).
- Ensure that the parent of a homeless student, or any unaccompanied student, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing appropriate transportation.
- Create methods and documentation for tracking the number and location of highly mobile/homeless students.
- Inform parents and guardians of homeless children and youth of opportunities and services available.

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- Develop a model for tracking homeless students' participation and results on statewide assessment tests on state benchmarks.
- Collect data and information on such students that will help the LEA prepare grant applications and secure services for such students.
- Maintains regular attendance.
- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Knowledge and understanding of school law as it relates to homeless students; intervention strategies; and referral sources.
- Computer usage and ability to use, e-mail, internet software and word processing software
- Modern management methods and techniques.
- District department-school site relations.

ABILITY TO:

- Interpret homeless law; provide support activities for students and their families; and conduct training to staff.
- Establish and maintain effective working relationships with students, parents, staff, and outside agencies.
- Communicate effectively both orally and writing.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in communication, education or related field, teaching certificate, or related licensure.

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LICENSES AND OTHER REQUIREMENTS:

Original Date: 06/2016