**Title:** McKinney-Vento (Homeless) Coordinator

**Reports to:** Director of Pupil Personnel

**Terms of Employment:** Part-Time/Temporary

**Salary:** Contracted Daily Rate

**Qualifications:** Bachelor’s Degree in Education or related field

**Essential Job Knowledge and Skills**

1. Have a clear understanding of the McKinney-Vento legislation
2. Be knowledgeable of mobile, homeless students and families
3. Be knowledgeable of available community resources
4. Be able to conduct staff development/community education about homeless issues
5. Possess strong verbal and written communication skills
6. Display a positive attitude and keen problem-solving skills

**Job Duties and Responsibilities**

1. Identify students in homeless situations through school-based personnel, and link to community support agencies
2. Work with school-based personnel to ensure that homeless students are enrolled and have full and equal opportunity to succeed in school
3. Collect and communicate to appropriate entities all data related to students in homeless situations
4. Post public notices of the educational rights of students in homeless situations at appropriate places across the county so that access to the information is available
5. Mediate enrollment disputes appropriately in compliance with McKinney-Vento Assistance Act
6. Coordinate with the state homeless coordinator and school/community personnel responsible for the provision of education and related services to students in homeless situations
7. Provide well-organized materials for homeless to school-based personnel working with students
8. Travel and conduct student in and out of school status visits
9. Communicate with interventionist and school-based personnel in monitoring Homeless student progress and status
10. Recruit mentors for homeless students
11. Provide on-line instructional support
12. Establish contacts for students/families to assist with translation services
13. Provide emergency assistance on an as needed basis
14. Perform other duties and responsibilities as assigned by supervisor