



NEW:
10/30/18

JOB TITLE:	SPECIALIST ACCESS AND OPPORTUNITY
DIVISION:	DIVERSITY, EQUITY AND POVERTY
SALARY SCHEDULE/GRADE:	II/GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Coordinates services that will improve the academic and social outcomes for students particularly those that have traditionally not had access and opportunity. Identifies any barriers that may prevent a student/family from receiving services, and advocates for service implementation. Works closely with caregivers (e.g., family, case workers, court appointed guardians, etc.) to increase access and opportunity. Promotes school stability and advocates for international, homeless, immigrant/refugee, and other underserved students by overseeing the McKinney-Vento mandates. Identifies barriers and coordinates access services that will improve the academic and social outcomes for identified students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Ensures that traditionally underserved populations (e.g., homeless, immigrant, refugee and other underserved students) are provided opportunities to meet the same academic achievement standards as other students and reduces the specific barriers students face

Removes barriers that hinder the school enrollment, achievement, and stability for homeless, immigrant/refugee, and other underserved students

Promotes school stability and continuity by carrying out the McKinney-Vento law as the district homeless liaison

Serves as an educational liaison between JCPS and agencies serving homeless, immigrant/refugee, and other underserved students and families

Develops, interprets, reviews and revises district policies and procedures in collaboration with other departments to remove barriers for international, homeless, immigrant/refugee students, and other underserved students

Collects data and reports to state and federal agencies as required to assess the educational needs of the target populations

Plans appropriate professional development related to homeless, immigrant/refugee, and other underserved students/families

Coordinates student and family homeless efforts, international services, advocacy, and programs with the educational objectives of the district

Coordinates extended learning opportunities for homeless, immigrant/refugee, and other underserved students and promotes family readiness and willingness to participate

Builds a base of public support to enhance access to services provided by JCPS and community agencies and partners with appropriate community organizations to assure goals and metrics are met as it relates to access

Supervises the implementation of the Clothing Assistance Program

Provides appropriate and timely reporting on the status and needs homeless, immigrant, refugee and other underserved students

Create and facilitate and a community council that focuses on the needs of marginalized students

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelors degree with successful experience working (3 years) with highly mobile and disadvantaged students/families particularly homeless, immigrant, refugee and other underserved students

KY certification in public school social work

Successful experience implementing federal, state and local mandates

Extensive knowledge of the services available to support international, homeless, and immigrant/refugee students

Ability to effectively work with homeless and immigrant/refugee students

DESIRABLE QUALIFICATIONS

Masters degree in the field of social work

Fluency in a major language in the community (i.e., Spanish, Arabic, etc.)

Experience leading diverse groups

Experience with community international services providers