



Job Title: **McKinney-Vento Homeless Education Liaison**

Level 1 & 2

Department: **State and Federal Programs**

Supervisor: **Superintendent of Student Achievement**

Lane Placement: **ESP Lane 8-9**

Schedule: **8 hrs / 242 days** Evaluation Group: **JCES 5**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

The District Homeless Liaison effectively and appropriately: Assesses and addresses the enrollment, educational access and participation needs of homeless and refugee students. Uses knowledge and understanding of the needs of students, families, school staff and community partners to enhance students' full participation and success in school. Provides information and training for staff, families and agencies regarding the rights of children to access educational resources. Conducts Child Find for resident students not enrolled or attending school. Intervenes as needed with schools, agencies, families and students to maximize student success and participation in school. Secures necessary school supplies for students. Secures required transportation to and from school for students. Coordinates and oversees after school programs in shelters. Ensures accountability for appropriate outcomes of assigned programs and adjust efforts as needed. Establishes and maintains effective and efficient record keeping procedures. Fulfills district, state and national reporting requirements. Accounts for and distributes resources such as bus passes, gas vouchers, grocery certificates, SI vouchers, and taxi fares. (Flexible hours are required to work with families and special situations.)

ESSENTIAL FUNCTIONS

- Ensure that homeless children and youth are appropriately identified by school personnel.
- Educate school staff on McKinney-Vento law.
- Post the rights of homeless students in every school.
- Keep a database of all homeless children in the district.
- Train Homeless Assistants in local schools.
- Enroll homeless students in school.
- Facilitate the filling out of enrollment forms in the shelters.
- Obtain school records, birth certificates and immunization record.
- Assist students in obtaining necessary immunizations.
- Sign lunch forms for homeless students (collaborate with Nutrition Services).
- Ensure that homeless families, children and youth receive educational services for which they are eligible, including Head Start and preschool programs.
- Refer families as needed to health, mental health, and dental services.
- Mediate enrollment disputes.
- Make appointments and accompany families to meet with principals.
- Refer families to District ALS Consultant.
- Inform homeless families of transportation services, including going to the school of origin.
- Provide monthly UTA bus passes and account with UTA monthly to receive needed passes and return unused passes.
- Provide taxi cab vouchers when necessary.
- Provide gas vouchers.

- Collaborate with District Transportation Services to provide bussing.
- Assist unaccompanied youth related to placement/enrollment decisions.
- Contact Planning Department to request authorization to enroll form.
- Meet with student at school.
- Ensure that unaccompanied youth are immediately enrolled in school pending resolution of disputes.
- Refer teens to the Homeless Teen Resource Center.
- Support teens in self reporting to Youth Services.
- Contact DCFS if necessary.
- Collaborate and coordinate with McKinney Vento State Coordinator, community leaders, other districts on the Wasatch Front, and school personnel.
- Speak at educational and public gatherings on the rights of homeless children.
- Maintain case management notes.
- Provide school supplies such as backpacks, notebooks, pencils, pens, etc.
- Facilitate afterschool programs in the shelters.
- Set up class and preschool.
- Assist teachers with discipline problems.
- Provide teacher supplies.
- Collect time sheets.
- Collaborate with all shelters in the district.
- Create a positive working relationship with shelter personnel.
- Register students in school.
- Provide supplies as needed.
- Assist with transportation.
- Participate on the Salt Lake Homeless Coordinating Council.
- Visit all schools in the District at the beginning of each school year.
- Meet with each principal and discuss McKinney-Vento law.
- Annually assist in writing the Canyon School District's McKinney Vento Homeless Grant.
- Check for head lice on identified students and provide needed products.
- Work with police agencies to assist children reunite with their families.
- Attend Canyons Student Support Service Team meetings.
- Work with teen mothers.
- Refer to Team Mother Program at Jordan High.
- Assist teen mothers to receive medical care.
- Refer families to housing agencies.
- Assist with Migrant/Title 1 Summer School.
- Assist in successful resettlement of refugee families in school.
- Refer refugee families to agencies such as Workforce Services, medical services, and employment agencies.
- Attend Refugee Consortium meetings.
- Assist school psychologist in getting FRPA forms and Consent to Evaluate forms signed and returned.
- Attend IEPs with homeless families.
- Assure Canyons School District's compliance with McKinney-Vento law.
- Predictable and reliable attendance.

During times of state and district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High School diploma, GED, or equivalent.
- Bachelor Degree Preferred.
- Experience in social work or related fields.
- Knowledge and experience working with community agencies.
- Excellent communication skills with children, youth and adults.
- Strong interpersonal skills with all ages.
- Ability to work independently.
- Excellent organization, implementation, documentation and evaluation skills.
- Experience working in the school setting.
- Knowledge of Special Education procedures.
- Knowledge of McKinney-Vento Law.
- Certificate of Completion Domestic Violence Core Training.
- Family Service Worker Certificate or education in related fields.
- Experience working in homeless shelters (5 years).

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020