

## **SSS: McKinney-Vento (Homeless) Coordinator (F.I.T.)**

<b><u>Reports to:</u></b>	<b>Director for Student Support Services</b>
<b><u>Supervises:</u></b>	<b>None</b>
<b><u>Term of Employment:</u></b>	<b>10-month/Part-time/Temporary</b>
<b><u>Salary:</u></b>	<b>Contracted</b>
<b><u>FLSA Exempt/Non-Exempt:</u></b>	<b>Exempt</b>

- Qualifications:**
- **Bachelor's degree in education, social work, or related field**
  - **School Social Work license**

### **Essential Job Knowledge and Skills:**

- Have a clear understanding of the McKinney-Vento legislation
- Be knowledgeable of mobile, homeless students and families
- Be knowledgeable of community and resources
- Possess strong verbal and written communication skills
- Be able to conduct staff development/community education about homeless issues
- Display a positive attitude and keen problem-solving skills in stressful situations

### **Essential Job Functions:**

- Identifies children and youth in homeless situations through school-based personnel, and link to community agencies
- Works with school-based personnel to ensure that children and youth in homeless situations are permitted to enroll in and have full and equal opportunity to succeed in school
- Collects and communicates to appropriate entities all data related to children and youth in homeless situations
- Posts 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
- Mediates enrollment disputes appropriately in compliance with the McKinney-Vento Assistance Act
- Coordinates with the state homeless coordinator and community and school personnel responsible for the provision of education and related services to children and youth in homeless situations
- Provides well-organized materials for homeless to site-based personnel working with the youth and children
- Travels frequently throughout the district
- Performs other duties and responsibilities as assigned by supervisor

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### **Physical and Cognitive Requirements:**

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment