

Job Title: Coordinator – Homeless Services



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 15

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to ensure the identification of homeless students and to provide effective planning and implementation of the Homeless Grant, Project Touch.

ESSENTIAL JOB FUNCTIONS

- Coordinates the Homeless services (Project Touch) program with the children and families.
- Makes home, shelter, and motel visits to ensure homeless students receive School District services and critical needs referrals.
- Establishes evaluation guidelines for the annual evaluation process.
- Schedules field trips and activities for students served by Project Touch.
- Develops in-service activities for Project Touch tutors.
- Develops data gathering process for completion of annual reports.
- Prepares reports on the number of homeless families and children in the District.
- Performs administrative functions of Project Touch, including maintaining records and preparing reports.
- Attends meetings of the Homeless Coalition.
- Supervises and assists tutors in carrying out job responsibilities.
- Collects and submits tutor payrolls.
- Conducts appropriate interviews with students and parents.
- Recognizes overt indicators of distress or abuse and takes appropriate action.
- Gathers data from a variety of sources to be used in grant evaluation and compliance.
- Conducts annual performance appraisals and makes appropriate employment recommendation.
- Monitors the budget throughout the year to appropriately spend allocated funds.
- Provides intervention and techniques to tutors that will address needs of homeless students.
- Assists with the application of Title IX grant.
- Manages Title IX budget.
- Works with students, parents, tutors, and shelter employees to resolve differences.
- Accompanies parents to service agencies when appropriate.

- Communicates with the family concerning available services and how to access them.
- Explains compulsory school attendance laws and follows-up on problems.
- Interfaces with workers in the Visiting Teacher Department, especially the Social Worker for the homeless.
- Meets periodically with tutors to provide motivation techniques and to discuss materials orders and problems.
- Develops and delivers public presentations as requested.
- Reviews work through communicating with tutors, shelter personnel, as well as visits to shelter sights
- Initiates and provides in-service training and research relevant to teaching the homeless and underprivileged.
- Establishes high standards for self and tutors.
- Demonstrates appropriate styles and methods to motivate and gain commitment.
- Provides opportunities for staff involvement in evaluation process and plans for improvement.
- Establishes and maintains continuous professional relationships with shelter personnel and social agencies.
- Serves on panels, boards, or committees of community agencies.
- Responds to inquiries or concerns in a timely and courteous manner.
- Submits accurate reports in a timely manner and maintains all appropriate records.
- Implements Project Touch in a manner which ensures student growth is continuous and appropriate for age group.
- Administers testing program as required by Project Touch.
- Collects data on the number of and progress of homeless students served by the grant.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Master's Degree from an accredited educational institution in Social Work, Sociology, or Psychology preferred.
- Five (5) years of experience working with community agencies and with homeless children and families.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of the laws and legislation concerning the education of homeless children and youth.
- Requires the ability to display knowledge of various community agencies serving the homeless population.
- Requires the ability to display knowledge of specific shelter rules and policies affecting the children served and Project Touch staff.
- Requires the ability to communicate, both orally and in writing.
- Requires the ability to organize work around broad organizational goals and processes.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.
- Requires the ability to follow basic guidelines for operational activities.

- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to manage or administer grant funds.
- Requires the ability to make recommendations that impact the budget and manage the budget within assigned department.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: hearing, mental acuity, repetitive motion, speaking, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: