

Cape Girardeau Public School District No. 63
Job Description

Job Title: Homeless Coordinator

Terms of Employment: 12 month contract; 240 days

FLSA Status: Exempt

Reports To: Superintendent

Brief Description of Position:

Under general direction of the Superintendent, the Homeless Coordinator is responsible for developing and implementing plans to meet program objectives of the Stewart B. McKinney Homeless Assistance Act. The Homeless Coordinate is responsible for ensuring the identification, school enrollment, attendance, and opportunities for academic success of students in homeless/highly mobile situations.

Required Qualifications:

- Bachelor's degree in Education and/r related field
- Valid teaching certificate
- Understanding of the individual needs of highly mobile homeless children and families
- Ability to communicate with students living in at-risk situations and their parents or guardians
- Strong organizational, communication, and interpersonal skills
- Knowledge of school district community resources
- Ability to conduct staff development and community education regarding homelessness
- Three years of teaching experience
- Experience working with person with diverse cultural and economic backgrounds
- Proven ability to coordinate services and complete reports in a timely manner
- Ability to make home visits.

Desired Qualifications:

- Master's degree or beyond in Education, Business, or Law
- Five years of teaching experience

Essential Duties and Responsibilities:

The Homeless Coordinator must ensure that:

- Children and youth in homeless situations are identified by school personnel and served through coordination activities with other local entities and agencies.
- Children and youth in homeless situations enroll in and have full and equal opportunities to succeed in school.
- Families, children, and youth in homeless situations receive educational services and social services for which they are eligible and referrals to health, mental health, dental, and other appropriate services.
- Parents or guardians in homeless situations are informed of educational and related opportunities available to their children, and are provided with meaningful opportunities to participate in the education of their children.
- Public notice of the educational rights of student in homeless situations will be disseminated where children and youth receive services.
- Enrollment disputes are mediated in accordance with the enrollment disputes section of school board policy.
- Parents and guardians, and unaccompanied youth in homeless situations, are fully informed of all transportation services, including the school of origin, and are assisted in accessing transportation services.
- There is coordination with state homeless coordinators and community and school personnel responsible for the provision of education and related services to children and youth in homeless situations.
- Occasionally perform work beyond a standard 40-hour work week when work-load requires.
- Other duties may be assigned as needed.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Maintain emotional control under stress and work with frequent interruptions.
- Maintain a positive attitude when dealing and students/parents and guardians.
- Frequent interactions with families in home, apartment, shelters, and local motels.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: October 13, 2015