



Position Title: **District Homeless Liaison**

Department: District

Reports To: Federal Programs Director

SUMMARY: The Homeless Liaison is responsible for assuring that homeless/highly mobile children are fully integrated into the mainstream school setting and offered appropriate educational support as authorized under the McKinney-Vento Act for Homeless Education. The Homeless Liaison shall coordinate and collaborate with the state coordinator, community and school personnel responsible for the provision of education and related services to homeless students.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Acts as a liaison between schools, agencies, and the community on behalf of homeless students
2. Ensure that homeless families and students receive educational services for which they are eligible, and referrals to health-care services, dental services, mental health services and other appropriate services
3. Ensures that parents of homeless students are informed of the educational and related opportunities available to the students and are provided with meaningful opportunities to participate in the education of their student
4. Ensure that public notice of the educational rights of homeless students is distributed where such students receive services (i.e., schools, grocery stores, food bank, etc)
5. Ensures that the parent of a homeless student, or any unaccompanied student, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing appropriate transportation
6. Create methods and documentation for tracking the number and location of homeless students
7. Inform parents and guardians of homeless children and youth of opportunities and services available
8. Connect family with appropriate resources
9. Develop a model for tracking homeless students' participation and results on statewide assessment tests on state benchmarks
10. Occasionally perform work beyond a standard 40-hour work week when work-load requires
11. Attends in-service trainings
12. Relate appropriately to children and their families regarding varying degrees of problems and concerns
13. Use independent judgment with interpretation of information gathered
14. Able to maintain patient, positive, persistent attitude with a warm, accepting personality

District Homeless Liaison – Page 1

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15. Follow instructions and promote the success of programs and the children served by these programs
16. Work successfully in a team setting with professionals and peers
17. Work flexible hours including some early evening hours as needed
18. Correspond with district staff and stakeholders via email
19. Attend trainings as directed
20. Maintain regular on-time attendance
21. Performs other duties consistent with the position

SUPERVISORY RESPONSIBILITIES: Supervises students as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or General Education Diploma (GED) and one year related experience and/or training or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos at or above the 5th grade level. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Ability to translate, both verbally and in writing, information from Spanish to English, and English to Spanish, sufficient to communicate program information.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing, in both English and Spanish. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift 40 lbs and or push/pull up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee occasionally works near moving mechanical parts in some vocational settings. The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. May be directly responsible for the safety, well-being and/or work output of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date