

Homeless Coordinator
School District Job Description

Position Title: Homeless Coordinator

Department: Special Services

Qualifications:

Education:

Bachelor's degree in education and/or related field
Valid teaching certificate

Special Knowledge/Skills:

- 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.

Experience:

Five 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

Major Responsibilities and Duties:

The Homeless Education Program Coordinator must ensure that:

1. Children and youth in homeless situations are identified by school personnel and served through coordination activities with other local entities and agencies.
2. Children and youth in homeless situations enroll in and have full and equal opportunities to succeed in school.
3. 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.
4. 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.
5. Public notice of the educational rights of student in homeless situations will be disseminated where children and youth receive services.

6. Enrollment disputes are mediated in accordance with the Enrollment Disputes Section in Pleasant Hill's School Board Policy IGBCA.
7. 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.
8. 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.

Working Conditions:

Mental Demands/Physical Demands/Environment Factors:

Maintain emotional control under stress and work with frequent interruptions.
Maintain a positive attitude when dealing with students/parents and guardians.
Frequent and prolonged hours and/or irregular hours. Frequent district travel.
High physical stamina necessary. Frequent interactions with families in home, apartment, shelters, and local motels.

