

Job Title:	Coordinator, Center for Families in Transition
Grade Level/Terms of Employment:	Grade 125/260 Days
FLSA Status:	Exempt
Work Location:	Central Office
Immediate Supervisor:	Associate Director, Family and Community Engagement

General Description:

The Coordinator, Center for Families in Transition leads the RPS Center for Families in Transition (C-FIT). This Coordinator serves students and families experiencing housing instability and homelessness by supporting school enrollment, attendance, and learning. This Coordinator leads engagement efforts for families in need, building school capacity to recognize and support students and families with housing instability, and actively expands the network of partners able to provide community-based resources for families.

Essential Duties and Responsibilities:

- Serves as division McKinney-Vento Liaison
- Ensures that families know their educational rights under the McKinney-Vento Act
- Removes barriers to school enrollment and attendance for students experiencing homelessness, including transportation barriers
- Collaborates with school personnel to support families and students experiencing homelessness
- Develops and/or coordinates professional development for schools and community agencies supporting housing, income, and health disparities
- Develops and maintains relationships with community partners providing services to families, children, and youth
- Serves as fiscal lead for McKinney-Vento Grant and Title I homeless reservation; participating in program monitoring and compliance reviews
- Recommends and implements process improvements based on ongoing analysis of current procedures and outcomes
- Evaluates performance of direct reports against team goals
- Performs other duties as assigned

Qualifications:

- Bachelor's degree in social work, human services counseling, behavioral science or related field required; Master's degree preferred
- At least three years of experience managing staff in an educational or community services setting
- Knowledge of McKinney-Vento Homeless Assistance Act (Elementary and Secondary Education Act, Title VII, Subtitle B) and Title I procedures
- Ability to develop, implement, manage, and monitor programs and data to achieve established goals and objectives
- Experience working in racially, ethnically, and socioeconomically diverse urban communities preferred
- Strong organization, communication (oral and written), and interpersonal skills
- Strong computer skills including proficiency with Microsoft Office Suite and Google applications

- Availability to participate in occasional evening and weekend events
- Valid Virginia driver's license and willingness to use personal automobile
- Bilingual/fluency in Spanish preferred