

	McKinney-Vento Coordinator	Reports To:	Director of Student Services	
Department:	Student Services	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input type="checkbox"/> CSEA 27 <input type="checkbox"/> AEA	<input type="checkbox"/> Management <input type="checkbox"/> Confidential <input checked="" type="checkbox"/> Unrepresented
Hours:	Varies	No. of Work Days:	220	
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Update of job description <input type="checkbox"/> New job description	
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Administrative/Supervisory <input type="checkbox"/> Confidential		<input type="checkbox"/> Licensed <input checked="" type="checkbox"/> Unrepresented <input type="checkbox"/> CSEA 27 <input type="checkbox"/> CSEA 860	

**DEFINITION**

Under general supervision, facilitate the enrollment, retention and educational success of homeless students, foster students and students attending the Home Hospital Program. Insures compliance with the McKinney Vento Homeless Education Act, AB 167, AB 490 and EC 48206.3. The position is also responsible for parent education, referral to local service agencies and developing effective relationships with transitional housing staff, shelters, residential services, Child Protective Services, Physicians and Hospitals and school site staff.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director of Student Services.

**ESSENTIAL FUNCTIONS**

- Ensures that homeless students have access to school services, e.g. after school programs, special education, mentoring, vocational training, associated student body activities, promotion, graduation, fieldtrips.
- Works to sensitize staff to the causes of homelessness and effects of homelessness on the development of children.
- Works in a liaison capacity to improve communication and collaboration between schools, family shelters, and social service agencies.
- Assists transitional housing staff in informing parents about school issues, e.g. enrollment, school records, immunization records, birth certificates, proof of identity, attendance.
- Provides outside academic activities for students such as field trips and college tours.
- Advocates for homeless students and families, foster youth and home/hospital instruction students.
- Assists homeless families and foster youth as they enroll their child in or exit their child from school.
- Provides emotional support and encouragement to students.

- Provides supports to parents/guardians in the area of education so that their child may succeed in school.
- Attends a variety of meetings, conferences, seminars and workshops to participate in share decision making and increase awareness of homeless, foster youth and home/hospital resources, programs, activities and materials.
- Purchases, organizes, transports, assembles, and distributes supplies to students.
- Coordinates a variety of programs in assistance of underserved and underprivileged students and families.
- Maintains records and documentation of services provided to homeless, foster and home/hospital instruction youth.
- Arranges home/hospital instruction for children in compliance with approved procedures and maintains accurate records and documentation.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- AUSD school policies and procedures
- Parenting skills including child safety, nutrition, discipline and support for education
- Low-income family issues including those related to homeless and transitional families
- Foster youth issues
- Multicultural and community issues including a respect for diverse traditions and cultures
- Correct English usage, grammar, spelling, punctuation and vocabulary
- MS Office Suite (Word, Excel, PowerPoint)
- Aeries Student Information System

### **Ability to:**

- Facilitate workshops and small group meetings
- Work as a contributing member of a team
- Work collaboratively with families, staff, schools, local social service agencies and other groups within a multicultural community
- Apply effective work strategies including flexibility, good organization and time management, ability to work independently and prioritize multiple work tasks.
- Communicate effectively in speech and writing
- Determine and maintain confidential information
- Exercise good judgement
- Maintain accurate records and materials

### **Education and Experience:**

- Graduation from high school with additional specialized training in working with children and families.
- Evidence of success in communication skills, both oral and written.

### **Licenses and Certifications:**

- POSSESSES AND MAINTAINS A VALID CALIFORNIA CLASS C DRIVER'S LICENSE AND CLEAN DRIVING RECORD.

**PHYSICAL DEMANDS**

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency	Activity	Frequency
Bend	O	Lift/carry 0-10 lbs	F
Twist	O	Lift/carry 11-25 lbs	F
Squat	O	Lift/carry 26-40 lbs	O
Kneel	O	Lift/carry 41-100 lbs	N
Climb	O	Stand	F
Reach above shoulder	O	Walk	F
Grip/Grasp	F	Sit	F
Extend/Flex Neck	O	Drive	F
Use Dominant Hand	F	Perform Repetitive Hand Motions	F
Use Non-Dominant Hand	O	Keyboarding/Mouse Work	O
Ability to See	F	Ability to Hear	F

**ENVIRONMENTAL ELEMENTS**

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees occasionally work outdoors and are exposed to dust, fumes, allergens, vermin, parasites, or insects.

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