
ST. JOSEPH

SCHOOL DISTRICT

Position Title: Homeless Advisor

Qualifications:

Required: Master's Degree in administration, teaching, counseling or social work. Previous experience working with Homeless services. Grant writing experience.

Preferred:

FLSA: Exempt

Salary Schedule: Pre-Approved Salary Schedule

Direct Report: Federal Programs Coordinator

Terms of Employment: 10 ½ months

Purpose: To provide oversight within the department of Homeless Services through the McKinney-Vento Homeless Act. To ensure homeless children and youth have equal access to the same free public education as is provided to other children and youth.

Essential Job Functions:

- Attends work in a regular, reliable and punctual manner.
- Collaborates with internal and external stakeholders to be in compliance with the McKinney-Vento Homeless Act.
- Must collaborate and coordinate with State Coordinators for Homeless Education, Community personnel and other school personnel.
- Inform parents, guardians, or youth of education and parent involvement opportunities.
- Resolve disputes regarding homeless services.
- Ensure proper posting public notice of educational rights.
- Ensure proper identification of children and youth in homeless situations.
- Provide homeless awareness activities for school staff.
- Educate school staff about "warning signs" that may indicate an enrolled child or youth may be experiencing homelessness.
- Ensure that homeless students enroll in and have full and equal opportunity to succeed in school.
- Provide outreach materials and posters where there is a frequent influx of low-income families and youth in high-risk situations.
- Link students with educational services, including preschool and health services.
- Coordinate transportation for homeless youth to their school of origin when in the child's best interest.
- Develops and meets the requirements of the McKinney-Vento Grant when granted.

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- Coordinates tutoring services for identified McKinney-Vento students performing below grade level in the areas of ELA and/or Math.
- Assumes the duties associated with the McKinney-Vento warehouse when appropriate.
- Facilitates parenting classes for parents in shelters, transition housing or the community.
- Ensures the educational stability of children in foster care.
- Other assigned duties.

Employee Behavior and Conduct:

District employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact, both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest, and respectful.