



LIAISON
UNHOUSED YOUTH
JOB DESCRIPTION

JOB TITLE: Auxiliary Liaison for Unhoused Youth
REPORTS TO: Coordinator of Student Services
LOCATION: Education Support Services

FLSA STATUS: Exempt
PAY GRADE: SAT 5
DAYS: 260
JOB ID & DATE: SAT-70, Aug 2023

JOB PURPOSE SUMMARY

Responsible for providing assistance to students and families who qualify as homeless under the Federal McKinney-Vento Homeless Education Assistance Act, serving as an advocate for homeless children and families at the school and community level, and developing community partnerships to better serve students and families in unstable housing situations.

REQUIREMENTS

Education Level Details

Bachelor's degree with proper special services licensure program required (preferred).

License / Certification / Language Required

Valid Colorado special services license with appropriate endorsements required.

Work Experience Required

Experience in an educational setting with students who are homeless or experiencing housing insecurity, or experience coordinating McKinney-Vento services, preferred.

Other Skills and Abilities Required.

Oral and written communication skills.

Critical thinking and problem-solving skills.

Bilingual oral and written communication skills preferred.

Ability to work supportively with teachers, staff, and administrators to provide an effective learning environment.

Ability to communicate with students, parents/guardians, staff, and community members.

Ability to maintain confidentiality in all aspects of the job.

Ability to manage multiple priorities.

Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Ensure that homeless students enroll in and receive an equal opportunity to school services and to receive educational services for which they are eligible.
- Ensure the immediacy of student enrollment for homeless children and youth pending the resolution of any disputes arising over school enrollment and placement.
- Oversee the HOPE Center
- Ensure that parents and/or guardians of homeless children and youth are informed of educational and related opportunities that are available and are provided meaningful opportunities to participate in their children's education.
- Advocates and expedites services for homeless children and youth and their parents as indicated.
- Act as a liaison between schools, shelters, and community agencies on behalf of homeless children and youth and their families.
- Provide training and professional development for district staff and school staff to build awareness of homeless children and youth's educational needs, legal responsibilities of the school and district, and local policies and procedures to remove barriers and expedite services for homeless children and youth.
- Identify homeless children and youth by school personnel and through coordination activities with other entities and agencies.
- Inform parents or guardians of homeless children and youth of educational related opportunities available to their children.
- Provide meaningful opportunities to parents and guardians to participate in the education of their children, and their rights under the McKinney-Vento Act.
- Inform parents, guardians and unaccompanied youth of all transportation services, including transportation to and from the school of origin, and assist in accessing transportation services.
- Manage enrollment disputes in accordance with the requirements of the McKinney-Vento Act.
- Submit required reports concerning the homeless education program to appropriate agencies and the State Department of Education.
- Participate in community task forces and agency advisory committees to create awareness of the needs of homeless children and youth, and identify opportunities for collaboration and enhance resources.
- Collect, manage, and analyze data for federal reporting to the Colorado Department of Education and to ensure compliance with state requirements and continuously evaluate the

program and adjust as needed.

- Conduct needs assessments for and interviews with families and unaccompanied youth and complete intake forms and other reports as required.

Budget

- Manage budgets for all funds associated with the program.
- Maintain accurate inventory and purchasing records.

Safety and Training

- Establish and implement entry level and ongoing training programs for team members.

Documentation

- Maintain accurate documentation.

Other

- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Staff members assigned to the team.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl.. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in offices, hallways, gyms, classrooms, bathrooms, shops, playgrounds, cafeterias, portable buildings and pool environments. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____ Employee ID Number: _____

Signature: _____

Date: _____