

Support Associate VI- McKinney-Vento Specialist
New Hanover County Schools

Job Description

Class: Classified

Dept: Student Support Services

TITLE: Support Associate VI- McKinney-Vento Specialist

QUALIFICATIONS: 1. High School diploma. Associates or Bachelor's degree in Business or Accounting preferred.
2. Working knowledge of methods using accounts payable, strong accounting skills, ability to maintain accurate records and generate reports, computer skills (spreadsheets and word processing), effective communication skills, and the ability to work independently.
3. Three years of experience in the financial operations of a business or school system preferred.

REPORTS TO: Director of Student Support Services

JOB GOAL: To assist in the coordination and facilitation of impactful resources and events aimed at enhancing student outcomes within the McKinney-Vento program, while executing proficient accounting and administrative tasks promptly and efficiently.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follows all rules, policies and procedures of New Hanover County Schools, along with state and federal regulation pertaining to school finances and student records.
2. Assist McKinney-Vento local liaison in collecting, renewing, and maintaining data for McKinney-Vento reports, budgets and audits.
3. Maintain accurate financial records required for tracking and utilizing McKinney-Vento funds.
4. Assist local liaison with monitoring McKinney-Vento budgets, grant goals and objectives.
5. Assist with creating contracts and memorandums of understanding for the McKinney-Vento Program.
6. Support planning, preparing, and acting for events, meetings, and other gatherings related to the McKinney-Vento Program.
7. Support and collaborate with the local liaison to assist families and staff with needs related to homelessness and school enrollment.

8. Represent the McKinney-Vento program on district and/or community committees as assigned by the McKinney-Vento Liaison.
9. Provide support with mail, scanning, filing, and documentation.
10. Perform other duties and responsibilities as requested by the McKinney-Vento Liaison or Director of Student Support Services.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 67

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Knowledge of the homeless education program, homeless prevention, and supporting at-risk families preferred, but not required.
- Bilingual skills preferred, but not required.
- Ability to communicate clearly and concisely, both orally and in writing with families, school personnel, and central office staff.
- Ability to establish and maintain effective working relationships.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Ability to coordinate, plan, and meet deadlines, accomplish specific tasks, or meet specific standards.
- Ability to comply with confidentiality requirements and ethical guidelines in local, state and federal policies and statutes.
- Functional knowledge of computers and computer-based management systems, including Microsoft Office Professional software, and online management systems.
- Ability to manage multiple tasks.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.