

SCHOOL DISTRICT OF DESOTO COUNTY

HOMELESS ADVOCATE

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High School Diploma or equivalent (GED)
- (2) Must have Computer Skills and Bookkeeping Skills
- (3) Must hold a valid Florida Driver License
- (4) Satisfactory criminal background check and drug screening

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and understanding of McKinney-Vento Act and Family Educational Rights and Privacy Act (FERPA). Ability to work with parents, students, staff, and community partners in a professional manner. Ability to handle problems, concerns, and emotional distress with sensitivity and tact. Ability to communicate orally and in writing with students, parents, and others. Basic understanding and knowledge of current technology. Ability to plan, establish priorities and implement activities for maximum effectiveness.

REPORTS TO:

Director of Career, Technical & Adult Education

JOB GOAL

Assist the Homeless Liaison with responsibilities relating to the McKinney-Vento Act and Title IV Bookkeeper.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Meet with Liaison monthly, updating progress in the Homeless Education Program (HEP)
- (2) Track activity with Time and Effort Log daily; maintain Barrier Tracking form, as required by the FLDOE
- (3) Collaborate with Liaison to handle disputes and receive guidance on difficult decisions, certify Unaccompanied Homeless Youth (UHY), adjust HEP policy and/or procedure as issues arise
- (4) Review weekly homeless report to identify needs or trends and patterns and distribute report to appropriate school staff
- (5) Assist with reviewing district and DOE policy and procedures, assist Liaison in monitoring district policy practice; and implement changes as needed in policy or practice to ensure compliance with the McKinney-Vento Act regulations
- (6) Assist with updating and maintaining district web page for the Homeless Education Program
- (7) Stay current with pertinent legislation by attending the Department of Education conferences, and conference calls, and utilizing the National Center for Homeless Education Resources
- (8) Assist Liaison to ensure all school district personnel are trained in the McKinney-Vento Act and district policy and procedures pertaining to the HEP annually.

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Homeless Advocate (Cont.)

- (9) Work with school level personnel to identify eligible students and remove barriers to enrollment. Provide training and support in the registration process and creating awareness
- (10) Refer families to school district and community resources as needed
- (11) Maintain a list of local community, state, and national resources for homeless families
- (12) Provide transportation for students to medical appointments and school or government agencies
- (13) Assist families in obtaining records that are needed for registration
- (14) Assist students in obtaining necessary medical care
- (15) Inform Parents/Youth of their rights under the McKinney-Vento Act
- (16) Assist the schools and Liaison with school of origin issues; inform parents of their rights, ensuring written notification is provided if a dispute arises and follow the FL DOE dispute resolution process
- (17) Coordinate with the district's transportation department to coordinate transportation for homeless students who require school of origin transportation
- (18) Follow student's progress monthly (or more frequently if needed) to monitor attendance, and academic progress; collaborate with appropriate school personnel to support the student's progress and ongoing success
- (19) Complete data entry for school district and DOE records
- (20) Maintain a file for each homeless student identified, containing checklist of services provided, residency form and/or referral, and pertinent documents and notes
- (21) Follow up on all requests/referrals for homeless students, contact parents when appropriate for follow up and needs assessment
- (22) Notify the community regarding the McKinney-Vento Act provisions; distribute informational posters in the community; attend community organizations dedicated to helping the homeless in DeSoto County; build partnerships with community members to strengthen the Homeless Education Program
- (23) Facilitate quarterly Homeless Advisory Council meetings; inviting school and community partners to offer input for the Homeless Education Program activities, establish task groups from the membership of the council and/or look for alternate funding sources to help meet the needs of our homeless families
- (24) Work with migrant staff to identify students who are both homeless and migrant, coordinate services for those students
- (25) Maintain adequate supplies for distribution, purchase and maintain inventory of supplies, distribute supplies to school contacts for distribution
- (26) Serve as Bookkeeper for Title IX; follow established school district policy and procedure for purchasing, record keeping, reporting, inventory, record retention, and budgeting; follow DOE Red and Green Book guidelines
- (27) Assist the Homeless Liaison with the Title IX grant application
- (28) Assist the Homeless Liaison to perform and evaluate a yearly needs assessment

Professional Responsibilities

- (29) Act in a professional and ethical manner and adhere.
- (30) Demonstrate attention to punctuality and regular attendance.
- (31) Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
- (32) Maintain confidentiality of student and other professional information.
- (33) Comply with policies, procedures and programs.

Homeless Advocate (Cont.)

- (34) Exercise appropriate professional judgment.
- (35) Support school improvement initiatives.
- (36) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

COMPENSATION:

Compensation for this position is Pay Lane is **D05**

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.