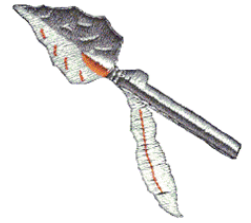


SCAPPOOSE SCHOOL DISTRICT 1J
33590 SE High School Way
Scappoose, OR 97056



POSITION DESCRIPTION

Special Services Outreach Specialist

Date: July 10, 2024

Range Assignment: 12

Qualifications:

- Previous experience preferred in working with student who are homeless or in crisis situations.
- Knowledge of McKinney-Vento laws and regulations.
- Strong communication and interpersonal skills.
- Ability to flex schedule to promote, organize and attend events.
- Ability to work effectively with diverse populations.
- Commitment to advocating for students who are homeless and ensuring they have access to the resources they need to succeed.
- General knowledge of computer usage and ability to use, email, internet, word processing software, and social media.
- Ability to exercise good judgment and work in a dynamic environment and appropriately react to a wide spectrum of behaviors and personalities of employees.
- Punctual attendance at scheduled meetings, classes and activities.
- Maintain required district expectations related to training and employment.
- Experience with grant development, compliance and meeting requirements.

Reports to: Director of Student Services

Performance Responsibilities:

- Identify and enroll student who are experiencing homelessness in the McKinney-Vento program.
- Conduct outreach to families and students to assess needs and provide information on available resources and support services.
- Coordinate with school staff, social workers, and community agencies to ensure students receive necessary services such as transportation, school supplies, clothing, and meals.
- Gather student progress information for McKinney-Vento liaison.
- Advocate for students who are homeless and ensure they are receiving appropriate support and services.
- Collaborate with community partners to identify and address systemic barriers to education for students experiencing homelessness.
- Complete transportation requests, if families are not able to transport for mileage reimbursement

- Complete tutoring requests in collaboration with school counselors
- Collaborate with the McKinney-Vento liaison to track funded services.
- Develop and maintain relationships with families, community agencies, and other stakeholders to support students in achieving academic success.
- Facilitate the Wellness Committee monthly
- Collaborate with the Nutrition Service Supervisor and the Director of Student Services to provide outreach around the wellness policies in our District.
- Help support the district nurses with wellness screenings, i.e. Hearing/Vision/Dental and possibility of MAC support and provide follow-up to families, if needed.
- Paly a supportive role in application process for new grant opportunities to support student and staff wellness.
- Increase partnerships with other community agencies to increase collaboration to support student and staff wellness.
- Contacting students to gather Post School Outcomes information to support the Post School Outcomes grant at the end of the school year.
- Performs other related duties as required or assigned.

Physical Requirements:

Physical requirements for essential responsibilities:

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day) O – Occasionally (.5 – 2.5 hrs per day)
 F – Frequently (2.5 – 5.5 hrs per day) C – Continually (5.5 – 8 hrs per day)
 N/A – Not Applicable

Physical Requirements	N/A	R	O	F	C
Sitting				X	
Stationary Standing	X				
Walking (level surface)			X		
Walking (uneven surface)		X			
Crawling			X		
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control	X				
*Pushing/pulling Max weight: 40 lbs		X			
**Lifting/Carrying		X			

Max weight: 40 lb					
*items typically moved: chair, table, box					
** Items typically lifted: paper, book, binder, text books					

Terms of Employment:

15 hours per week. Grant funded position. Employment is not guaranteed beyond term of Wellness Grant.

I, _____ have read and understand the above requirements for this job position and understand its contents.

I am aware that my position description may be revised or updated at any time and one notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).

Signature _____ **Date** _____