Job Description
MOORE PUBLIC SCHOOLS

Job Title: McKinney-Vento Parent and Family Engagement Coordinator

Qualifications:

Credentials: Social Worker or other related certification

Education: Bachelor's degree in social work, psychology, and/or education or related field preferred.

Training or Experience Required: Bilingual, Experience in McKinney-Veto services and Social Work preferred.

Special Skills, Knowledge, Abilities:

Basic communication skills to exchange information, give/receive instructions and respond to inquiries. Includes filling out forms. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English. In addition, composes correspondence; trains and directs others and provides complex instructions; may conduct interviews.

Data recording/record keeping operations for archiving information and the study, research and analysis of programs and initiatives.

Reading and Interpreting: Reads and interprets complex and sensitive/confidential records IEPs and other medical records.

Technology: Experience in the use of technology in order to maintain and track documentation of mental health support for students. Must also be able to communicate with others inside and outside the district.

Reports To: Homeless/Unaccompanied Youth Liaison

Job Goal (Purpose of Position): Performs duties under supervision of the Homeless Liaison, by providing preventive services, facilitate student educational, social and emotional growth. The position will work closely with the building administrative team as well as the building school counseling team to coordinate, facilitate, and provide needed services for students. Develop plans of assistance for students at risk of academic and/or behavioral difficulty, provide emotional support and foster a safe and successful learning environment for students in elementary, junior high, and high schools. The position will also coordinate school and community services. May assist the Homeless and Unaccompanied Youth Liaison to coordinate services and ensure that homeless children and youth enroll in school and have the opportunity to succeed academically, socially and emotionally. This position will utilize discretion, ingenuity, and independent judgment due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is responsible to choose the solution.

Contact with others: An incumbent in this position has regular contact with persons inside and outside the district. This job requires working closely with the District Homeless and Unaccompanied Youth Liaison. Confidentiality of necessary information will be maintained.

Performance Expectations:

1) Responsible for McKinney-Vento family outreach and engagement.
2) Provide direct support and resources to homeless students and their families, including educational supplies, transportation, and access to school programs.
3) Ensure compliance with the McKinney-Vento Act's requirements across all schools within the district, including the rights of students to remain in their school of origin.
4) Maintain accurate and confidential records of McKinney-Vento students.
5) Advocate for the needs of McKinney-Vento students and the school and district levels.
6) Engage with families to build trust and provide a bridge to the educational system, ensuring their children can participate fully in school activities and programs.
7) Coordinate with state and local agencies to access additional resources and support for families.
8) Supports parent and families so students engage successfully with school.
9) Works to build partnerships with organizations and school sites to support McKinney-Vento family engagement
10) Develops and provides materials and resources within federal guidelines to support families
11) Helps obtain documents, resources for McKinney-Vento families
12) Other duties as assigned

Supervision exercised: An incumbent does not supervise other staff members.

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the telephone. Must be able to get around the various sites.

TERMS OF EMPLOYMENT: 202 days. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of Board Policy.

Approved 04/08/2024