



SIT Systems Navigator

Purpose Statement

The Students In Transition (SIT) Systems Navigator supports the LEA and school homeless liaison in identifying homeless children and youth and providing them with wrap-around services. This role ensures that homeless students can attend and participate fully in school activities by addressing their academic, social, emotional, and mental health needs. The Systems Navigator will also assist in compliance with the McKinney-Vento Education for Homeless Children and Youth Act. This position is 8 hours per day and will work 11 months.

Supervisory Relationship

Reports to: SIT Coordinator

Essential Functions

- **Assess Needs:** Evaluate family and student needs through surveys, interviews, home visits, and phone contacts to develop action plans for removing barriers to school success.
- **Communication:** Address parent concerns to ensure student needs are met within appropriate guidelines.
- **Orientation:** Familiarize prospective participants with program services and processes through site tours and program overviews.
- **Access Services:** Assist families and youth in accessing education and other services such as shelter, utilities, housing, childcare, and more.
- **Record Keeping:** Organize and maintain records throughout the identification and support processes, including residency forms, investigation documentation, and maintaining databases.
- **Data Entry:** Ensure information on each homeless child and youth is promptly entered into the state-mandated student database.
- **Community Support:** Coordinate community resources for identified homeless students under the direction of the LEA homeless liaison.
- **Resource Requests:** Fulfill requests from school homeless liaisons for resources or services needed for identified homeless students or families.
- **Supply Management:** Assist in organizing supply closets, food pantries, hygiene kits, etc., for identified homeless students.
- **Financial Procedures:** Follow LEA financial procedures to obtain resources needed by identified homeless students.
- **Transportation Assistance:** Assist in ensuring transportation is provided for homeless students to and from the school of origin, acting as a sub or back-up driver if needed.
- **Awareness and Events:** Support the Homeless Liaison with community and district awareness events and activities.
- **Parent Education:** Teach parenting and child management techniques to improve the school experience for students.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements

Skills

- Plan and manage activities effectively
- Communicate professionally with families and stakeholders

- Organize work groups and facilitate student and parent activities
- Prepare and maintain accurate records
- Operate standard office equipment and pertinent software applications

Knowledge

- Basic math, including calculations with fractions, percentages, and ratios
- Reading technical information, composing documents, and facilitating group discussions
- Community resources, early childhood development, parenting skills, life skills, and family support principles

Abilities

- Schedule activities, meetings, and events
- Gather and collate data
- Use job-related equipment effectively
- Work flexibly with diverse individuals and groups
- Adapt to changing work priorities
- Communicate with culturally diverse populations
- Maintain confidentiality and set priorities
- Work flexible hours

Responsibility

Assist the LEA and school homeless liaison in meeting the urgent needs of homeless children and youth. Maintain confidentiality and professionalism.

Work Environment

Occasional lifting, carrying, pushing, and pulling. Some stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally requires 30% sitting, 50% walking, and 20% standing. Work performed in a generally clean and healthy environment.

Experience

Job-related experience in case management preferred

Education

Bachelor's degree in a job-related area preferred but not required

Certificates and Licenses

Valid Driver's License

Continuing Education/Training

Participate in ongoing training as required

Maintain Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Salary Grade

SL

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.