Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**LCE McKinney-Vento District Family Advocate Lead**	FLSA Status:	**Non-Exempt**
Job Family:	**Classified – Program Specialist**	Pay Range:	**PS34H**
Prepared/Revised Date:	**February 10, 2026**	Job Code:	**40534**

SUMMARY: Responsible for leading district wide logistical and systems support for students and families in the McKinney-Vento program. Build systems that promote academic achievement for all students who qualify under the McKinney-Vento Homeless Assistance Act. Train, coach, and support both District family advocates and site-based McKinney contacts/advocates. Oversee and coordinate general needs and emergency assistance requests and work to remove all unique barriers for students and families experiencing housing insecurity with emphasis on enrollment, attendance, and school success. Ensure McKinney-Vento laws and district policies are followed both at a district level and school site level.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Build and implement systems, protocols, and guidance to onboard, train and support district level McKinney Family Advocates. Support McKinney-Vento site contacts with professional development, consulting, and direct service support. Help the school team provide a welcoming environment for families, ensure educational rights, and remove barriers. Work closely with multiple site's McKinney contacts, LCE (Language, Culture & Equity) department, family liaisons, counselors, administration, etc. to best meet family needs and ensure legal compliance under the McKinney Act.
2. Lead crisis management for families in McKinney status facing urgency with meeting basic life needs (food, shelter, safety, transportation); including late night phone calls for coordination of resources (human, capital, financial, organizational, etc.). Act as case manager and oversee several feeder systems for direct support to ensure positive resolution and outcomes. Provide flexible services for students that are need-based and include community resource referrals. Serve as liaison between families, schools, and the community when site contacts are unavailable or need additional assistance.
3. Consult, coordinate, coach, and lead district McKinney team to implement district wide protocols and procedures. Serve and consults on the LCE leadership team to advise the Director on improvements and adjustments to continual program improvement. Evaluate current McKinney support models for efficiency and efficacy utilizing data analysis and qualitative data from families, site contacts, and district advocates. Work with school teams, students and families on academic challenges and provide school resources to ensure individual student progress.

4. Develop and maintain relationships between critical district and site support staff, counselors, students, families, and outside agencies, including working closely with the McKinney-Vento site contact and LCE Director in service of building system support for all students and families in, and outside of, program. Serve as primary support for meeting legal obligations of "Homeless Liaison" in collaboration with LCE Director including consulting with Director on evaluations for district and site staff. Seek and build partnerships and systems that support students in financial need that don't qualify for the official McKinney program.
5. Build and provide onboarding and ongoing staff development trainings for site contacts and advocates to ensure their proficiency in how to best serve families in McKinney status, which includes training on general trauma responsive communication practices, updating community and academic resources, and de-escalation strategies. Update website and resource documents and build/maintain community partnerships.
6. Build program evaluation report documents for director, academic cabinet, and Board of Education. Build and coordinate the implementation of data system management, cross site communication systems, state reporting compliance, etc. Facilitate data entry and analysis along with informed system adaptations to ensure continue equitable and high-quality services for all students and families in the program. Build internal audit processes along with purchasing procedures that adhere to all district, state, and federal policies and guidelines. Consult with director on appropriate budget allocation strategy to meet the needs of the program and families/students and staff.
7. Attend McKinney meetings, state training, and professional development sessions related to role.
8. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate degree or two-year college certificate in social work or related field required and a bachelor's degree preferred
- Five or more years of experience working with students and families in an educational setting, community service or outreach program required
- Experience working with at risk and culturally diverse populations required
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Bilingual in Spanish required
- Interpersonal relations skills
- Customer service and public relations skills
- Ability to maintain confidentiality in all aspects of the job

- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to conduct home visits as required
- Ability to frequently travel among district facilities and into the community
- Knowledge of community resources and partners
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals and ability to be trained on new programs and systems
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Language, Culture & Equity	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit		X		

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	