# JOB DESCRIPTION

**San Diego County Office of Education**

## PROJECT SPECIALIST, HOMELESS EDUCATION

**Purpose Statement:**

Under general direction, the Project Specialist, Homeless Education, plans, coordinates and promotes the development and implementation of the McKinney-Vento Homeless Education Services Program; performs top-level staff assignments and professional-level activities in support of Homeless Education Services.

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**Diversity Statement:**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

**Representative Duties:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

**Essential Functions:**

- Serves as a subject matter expert to assist District McKinney-Vento Homeless Education Liaisons, agencies, caregivers, and stakeholders working with students who are experiencing homelessness.
- Supervises Education Liaisons and other support staff as needed in supporting local school districts and community-based organizations and placing agencies, the Health and Human Services Agency (HHSA), Child Welfare Services (CWS) and others involved in the education of students.
- Consults and advises county school districts and community agencies of the laws and mandates relating to the education of students who are experiencing homelessness, child welfare mandates, federal and state regulations, and laws affecting the education of students who are experiencing homelessness, including AB 490, Special Education (IDEA and Americans with Disabilities Act & Section 504 of the Rehabilitation Act) and the McKinney-Vento Act.
- Develops and implements a tracking system, gathers reliable, valid and comprehensive information and unduplicated data on service provision to LEAs and students who are experiencing homelessness.
- Assists in the gathering of tutoring and other academic resource information and the provision of any tutoring or academic programs.
- Presents program information to colleges and universities, LEAs, and community agencies for the purpose of promoting awareness of the Homeless Education program and services, gaining feedback and complying with established internal controls.

- Oversees a variety of direct service programs including tutoring, mentoring, transition and emancipation services.
- Designs programs that meet the needs of students who are experiencing homelessness and their communities of support. Elicits feedback from community stakeholders and utilizes input to design and implement needed services.
- Collects data and assists in evaluating the needs of students who are experiencing homelessness at school, community needs, and assessing risk factors.
- Coordinates with community agencies, advocates, mentors, Court Appointed Special Advocates, caregivers, law enforcement, schools and districts to develop and/or implement appropriate strategies to address the needs of students who are experiencing homelessness.
- Creates and provides training and technical assistance on issues pertaining to students who are experiencing homelessness.
- Monitors assigned grants to ensure compliance with program, reporting, and funding requirements.
- Provides follow-up on in-service training sessions and evaluates the need for additional training.
- Evaluates the effectiveness of assigned Homeless Education programs and services.
- Prepares related records and reports including evaluation studies and semi-annual reports required by the State.
- Represents SDCOE at community forums and collaboratives.
- Leads and participates in designated agency, district, county, and state meetings.
- Maintains current knowledge of laws, regulations, policies, and best practices pertaining to the education of students experiencing homelessness.

**Other Functions:**

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications:**

**Knowledge and Abilities**

KNOWLEDGE OF:

Human-centered and socially conscious leadership;

Organization, operations and services of Homeless Education programs;

Federal and state laws, regulations, policies and mandates affecting students experiencing homelessness;

The McKinney-Vento Homeless Assistance Act and related California education requirements;

Laws and regulations affecting students with disabilities, including IDEA, Section 504, and the ADA;

Principles and practices of planning, monitoring and evaluation;

Grant administration, compliance, and reporting requirements;

Methods of data collection and analysis;

Principles and practices of training, technical assistance and facilitation;

Roles of educational agencies, public agencies, community-based organizations, advocacy groups, and other partners serving students experiencing homelessness;

Principles and practices of supervision and staff development;

Effective oral and written communication and presentation techniques;

Computer applications and data systems used for program administration and reporting.

ABILITY TO:
Promote a human-centered culture that elevates the strengths of others, creating a sense of belongingness;
Practice cultural competency while working collaboratively with diverse groups and individuals;
Plan, coordinate, implement, and evaluate Homeless Education programs and services;
Interpret and apply federal and state laws, regulations, policies, grant requirements, and program mandates;
Provide technical assistance, guidance, and training to educational agencies, community partners, staff, and stakeholders;
Develop program materials, procedures, resources, and service strategies;
Collect, analyze, and report program data to identify needs and recommend improvements;
Monitor grant activities and compliance requirements;
Prepare reports, correspondence, evaluations, presentations, and related materials;
Plan and lead meetings, workshops, trainings, presentations, and collaborative activities;
Establish and maintain effective working relationships with educational agencies, public and community organizations, and other partners;
Supervise, guide, and support assigned staff;
Exercise independent decision-making;
Manage multiple projects and reporting requirements;
Communicate effectively, both orally and in writing;
Work independently and collaboratively as part of a team.

**Working Environment:**
ENVIRONMENT:
Duties are typically performed in a school or office setting.
Requires the ability to travel to a variety of worksites.

PHYSICAL ABILITIES:
Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders, and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Education and Experience:**

Experience: Three (3) years of experience in homeless education serving vulnerable youth.

Education: A bachelor's degree in social work, education, psychology, or closely related field.

Equivalency: A combination of education and experience equivalent to a bachelor's degree in social work, education, psychology, or closely related field, and three (3) years of experience in homeless education serving vulnerable youth.

Required Testing
N/A

Certificates, Licenses, Credentials
Valid California Driver's License

Continuing Educ./Training
N/A

Clearances
Criminal Justice Fingerprint/Background Clearance Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Exempt
Salary Grade: Classified Management Salary Schedule, Grade 035

Personnel Commission Approved: Oct. 21, 2026

Revised: N/A