Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Student Support Specialist/Homeless Liaison**

Qualifications:

Credentials: State Certificate to teach or Licensed Professional Counselor/Licensed Social Worker/Licensed Marriage and Family Therapist (or ability to obtain professional license within 24 months of hire)

Education: Bachelor's degree required; Master's degree preferred

Training/Experience Required: Teaching experience or experience in social work or counseling 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. In addition, must use creativity; make public speeches or presentations or provide complex letters or reports.

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

Reading and Interpreting: Reads and interpret 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.

Job Goal (Purpose of Position): Performs duties under limited supervision 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. In addition, the Student Support Specialist will serve as the required Homeless Liaison for the district. Serve as the primary contact between families and the school staff, district personnel, shelter workers and other service providers in the identification of homeless children and youth. Coordinate services to 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 judgement due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is responsible for choosing the solution.

Contacts with Others: An incumbent in this position has regular contact with persons outside the district which requires tact and diplomacy and independent judgment such as problem solving; making formal presentations; interpreting policies and procedures based on experience.

Essential Job Functions (Performance Responsibilities):
These statements are intended to describe the responsibilities assigned to the position and are not intended to represent an exhaustive list of all responsibilities, duties and skills required.
1. Be customer focused on resolving problems effectively.

2. Manage human resources and diversity while promoting productivity and efficiency; health and safety; employee training and development, empowerment, and appraisal; corrective counseling; assists with resolution of instructional delivery performance concerns.

3. Manage resources with fiscal responsibility while maintaining proper accountability of records.

4. Manage information and communications with staff and public effectively.

5. Conduct short- and long-range planning to set and/or attain district goals and objectives.

6. Demonstrates leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems.

7. Be a team player with co-workers, subordinates, supervisors, and community leaders to accomplish district objectives or goals.

8. Contributes to quality of district programs including extracurricular programs; be involved in personal growth and development.

9. Provide crisis assistance.

10. Provide mental health resources.

11. Liaison to/for community resources; advocacy.

12. Ability to work with families and guardians.

13. Facilitate night/weekend activities as needed.

14. Work flexible hours when needed.

15. Serve as a liaison between the district, schools, and homeless students and families.

16. Inform parents, guardians, or youth of education services, parental involvement opportunities, and transportation services, including to the school of origin.

17. Post public notices of educational rights for homeless or unaccompanied youth.

18. Coordinate services to ensure that homeless children and youth have access to academic success.

19. Work closely with the enrollment staff to ensure efficient identification and serving of homeless youth.

20. Help coordinate transportation services to homeless youth with the Director of Transportation and transportation staff.

21. Help coordinate with Child Nutrition services to ensure homeless students have meals at no charge.

22. Provide information and training for school personnel, parents and community stakeholders of the rights of homeless students and youth and district services available.

23. Stay current of federal and state law, as well as district policies and procedures, concerning homeless youth and children. This includes attending local, state and national professional development opportunities.

24. Attend site and district meetings as needed to staff homeless students or education district personnel.

25. Hold parent nights; engaging families.

26. Coordinate well-student visits and home visits as needed.

27. Other duties as assigned by the Superintendent or Designee.

Supervision exercised: May provide indirect supervision over identified staff.
Reports To: Superintendent or Designee

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: In compliance with Negotiated Contract and/or State Law

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