

## Job Description

**Job Title:** Homeless Education Specialist

**Supervisor:** Program Administrator IV

**Position Code:** McKinney-Vento & Family Outreach Specialist

**Pay Grade:** 37

**Job Classification:** Exempt

**Contract Length:** 245 Days

### Job Summary

Position is responsible for the implementation of the duties and responsibilities of the McKinney-Vento Act and regulations within the Title I, Part A legislation of the, Every Student Succeeds Act (ESSA) regarding the education of homeless children and youth. This position is responsible for ensuring that students experiencing homelessness are identified, enrolled, and receive equitable access to high quality education and support services.

### Essential Duties

1. Interprets laws relating to students experiencing homelessness, and ensures the delivery of mandated services, including all responsibilities under ESSA
2. Provides appropriate outreach, identification and support of the unique needs of the homeless student population as well as ensuring the delivery of mandated services to facilitate each student's attendance and access to appropriate education.
3. Ensures that children, youth, and families have access to and receive educational services for which they are eligible, including Head Start, early identification programs (IDEA part C), and other preschool programs.
4. Works collaboratively with school-based personnel to facilitate immediate enrollment of students experiencing homelessness
5. Connects families and students experiencing homelessness with educational support activities and provides referrals to available community resources and services based on need.
6. Engages families experiencing homelessness with information about their rights and ensuring that they can meaningfully participate in their student's education.
7. Serves as a liaison between schools and community agencies/facilities/Boards such as homeless shelters, social services, transportation vendors, and court services to coordinate assistance for students experiencing homelessness
8. Serves as a liaison between the students/families and other NNPS-based resources such as the individual school and central support staff (EL Welcome Center, Student Nutrition Services, Transportation, Special Education, Health Services, Student Support Services, School Counseling, etc.) to ensure that the needs of students experiencing homelessness are being identified and met.
9. Manages the McKinney-Vento dispute resolution process for all students/families who are challenging NNPS' position regarding the appropriate identification or school site determination. Collaborates with the necessary school administrators and VDOE staff to ensure the timely filing of documentation and management of dispute outcomes.
10. Acts as a resource to school-based administrators, registrars, school counselors, social workers, teachers, and health services personnel regarding students experiencing homelessness, interpretation of homeless/school attendance policies and laws, and record-keeping requirements
11. Provides professional development to school personnel to effectively identify and support students experiencing homelessness, including training on applicable laws and strategies for supporting the needs of eligible students.
12. Maintains necessary records ensuring confidentiality of students and their families and prepares related reports.
13. Coordinates with the Transportation department to ensure eligible students are provided prompt transportation to school.
14. Partners with Federal Programs in data collection and academic service provision for eligible students.
15. Collects and analyzes data on the occurrence and needs of eligible students and provides quarterly reports to the Program Administrator, Outreach Services.
16. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

**Other Duties**

1. Performs any other related duties as assigned by the supervisor or other appropriate administrator.

**Job Specifications**

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. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills & Abilities Required)**

Minimum of a Bachelor’s Degree in social work or related field. Master’s Degree in social work is preferred. Minimum of five years of experience working in social work, psychology, counseling or related field, preferably with the school-age population. Must have a clear understanding of the requirements under the McKinney-Vento Homeless Education Act. Demonstrated ability to communicate effectively, orally and in writing; in decision-making, problem analysis, conflict resolution, interpersonal relationships, program management and research and planning. Demonstrated ability to develop, implement and monitor programmatic goals; to coordinate complex programs and activities; to organize, schedule and monitor work assignments and to design and deliver staff development. Knowledge of school organization, and available federal, state, and community resources to support families and students experiencing homelessness. Must have valid Virginia driver's license. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies.

**Working Conditions and Physical Requirements**

Duties are performed in various environments to include in an office environment, at school sites, at homeless shelters, and in the community with no unusual physical demands. Work involves physical effort encountered in normal, everyday office activities. Position requires occasional local travel in the community. While performing the duties of this job, the employee is occasionally exposed to angry students/parents and neighborhoods considered to have high levels of violence potential.

The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Supervision Exercised:** None

**Supervision Received:** Designated Supervisor

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Homeless Education Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Program Administrator IV or other appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date