



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **LCE McKinney-Vento Family Advocate** FLSA Status: **Non-Exempt**
 Job Family: **Program Specialists** Pay Range: **PS25H**
 Prepared/Revised Date: **March 15, 2023** Job Code: **40535**

SUMMARY: Responsible for promoting academic achievement for all students at a specific site(s) who qualify as homeless under the McKinney-Vento Homeless Assistance Act by serving as a liaison between families, schools, and the community. Facilitate positive family-school relationships in collaboration with school administration and staff to implement a comprehensive parent and student engagement program to support students' social and academic success. Services for students are flexible and varied based on need and include community resource referrals. This can include intensive case-management work to support families and students in need. Work to remove all unique barriers for students experiencing homelessness with emphasis on enrollment, attendance, and school success.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks (limit of 13 of the most important tasks)	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Assume McKinney-Vento contact duties or share McKinney-Vento contact duties if assigned to multiple sites. This includes identification, case-management, support, and monitoring outcomes for families and students. Work to build a team at the school and help the school team provide a welcoming environment for families, ensure educational rights, and remove barriers. Work closely with site's LCE Family Liaison to engage parents and foster a site Family, School, Community Partnership (FSCP) team.	D	40%
2. Work with site FSCP team, students and families on academic challenges and provide school resources to ensure individual student progress towards advancement and graduation. Connect families and students to teachers, counselors, administration, and other school staff as needed.	D	20%
3. Develop and maintain relationships between students, families, school, feeder McKinney contacts, and district and community resources, including providing appropriate information and referrals for families and students in need of assistance. This includes working closely with the McKinney-Vento site contact (where applicable), the McKinney-Vento district advocate, and the McKinney-Vento Program Specialist.	D	15%
4. Support facilitation of ongoing staff development training at the site(s) to define and review the McKinney- Vento Homeless Assistance Act and how it applies to their site(s).	D	10%
5. Attend McKinney meetings and attend professional development sessions related to role.	D	5%
6. Complete all LCE paperwork, data, and reconciliation documents in a timely manner.	M	5%
7. Attend work and arrive in a timely manner.	D	1%
8. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent required; associate degree or two-year college certificate in social work or related field preferred
- Three 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 preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver’s license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Bilingual in Spanish preferred
- Interpersonal relations skills
- Ability to case-manage preferred
- 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
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, FrontPage and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that 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 to perform the essential functions.*

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