



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Homeless Education Program Specialist**  
 Job Family: **Licensed**  
 Prepared/Revised Date: **January 1, 2018**

FLSA Status: **Exempt**  
 Pay Range: **T Salary Schedule**  
 Job Code: **23701**

**SUMMARY:** Responsible for providing assistance to students and families who qualify as homeless under the *Federal McKinney-Vento Homeless Education Assistance Act*, serving as an advocate for homeless children and families at the school and community level, and developing community partnerships to better serve students and families in unstable housing situations.

**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.*

DESCRIPTION OF JOB TASKS	
1. Provide:	<ul style="list-style-type: none"> <li>a. Community resource referrals to assist students and families.</li> <li>b. Information and assistance in ensuring immediate enrollment in school.</li> <li>c. Support for unaccompanied youth served by the homeless education program.</li> </ul>
2. Collect, manage, and analyze data for federal reporting to the Colorado Department of Education and to ensure compliance with state requirements and continuously evaluate the program and adjust as needed.	
3. Conduct needs assessments for and interviews with families and unaccompanied youth and complete intake forms and other reports as required.	
4. Develop, plan, prepare, and:	<ul style="list-style-type: none"> <li>a. Facilitate professional development opportunities and provide exemplary instructional strategies to staff through presentations and workshops.</li> <li>b. Provide research, tools, and resources to support school and other student support efforts.</li> </ul>
5. Coordinate:	<ul style="list-style-type: none"> <li>a. Community resources to connect students and families to services.</li> <li>b. McKinney-Vento contacts across the District to ensure federal compliance.</li> <li>c. Transportation for McKinney-Vento students.</li> </ul>
6. Research and pursue community resources and initiatives to connect students and families to services.	
7. Communicate with students, families, and staff about students' progress and needs and program activities.	
8. Collaborate with:	<ul style="list-style-type: none"> <li>a. District transportation to ensure continuity of education programming when necessary.</li> <li>b. Teachers, support personnel, administrators, and other providers to enhance instruction and improve student outcomes.</li> <li>c. Colleagues in team and building-based meetings and discussions.</li> </ul>
9. Demonstrate a commitment to:	<ul style="list-style-type: none"> <li>a. Understand, appreciate, and make accommodations for student diversity.</li> <li>b. Include and engage families in the student's education.</li> <li>c. Support all Poudre School District policies, procedures, and expectations.</li> <li>d. Provide personal and professional excellence.</li> </ul>
10. Participate in:	<ul style="list-style-type: none"> <li>a. Student and/or family conferences and other meetings.</li> <li>b. Social, cultural, interscholastic, and extracurricular activities.</li> <li>c. Professional growth opportunities.</li> </ul>
11. Attend work and arrive in a timely manner.	
12. Perform other duties as assigned.	



**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree with proper special services licensure program required.
- Master’s degree in social work or related field preferred.
- Experience in an educational setting with students who are homeless or experiencing housing insecurity, or experience coordinating McKinney-Vento services, preferred.

**LICENSES, REGISTRATIONS, or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado special services license with appropriate endorsements required.
- CPR and First Aid certifications encouraged.

**TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:**

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Math and accounting skills.
- Critical thinking and problem-solving skills.
- Bilingual oral and written communication skills preferred.
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Ability to communicate with students, parents/guardians, staff, and community members.
- Ability to be a part of and work with a team.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- 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, Superintendent policies, 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, Access, Publisher, Outlook, FrontPage, and/or other department software packages.
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs.
- Operating knowledge of and experience with typical office equipment.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	0

**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 feel		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.	



<b>VISION DEMANDS:</b>	<b>Required</b>
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	
Depth perception	
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	