



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **LCE McKinney-Vento District Family Advocate** FLSA Status: **Non-Exempt**
 Job Family: **Program Specialist** Pay Range: **PS30H**
 Prepared/Revised Date: **November 1, 2022** Job Code: **40537**

SUMMARY: Responsible for promoting district wide logistical and systems support to ensure that academic achievement for all students who qualify as homeless under the McKinney-Vento Homeless Assistance Act. Train and support site-based McKinney contacts and advocates. Manage requests for general needs and emergency assistance as well as coordinate transportation. Ensure McKinney-Vento laws and district policies are followed at sites. Serve as a liaison between families, schools, and the community when the site contacts are unavailable or need additional assistance. Facilitate data entry and data analysis along with informed system adaptations to ensure continued equitable and high-quality services for all families in program. Typically, will oversee several feeder systems for support. Provide flexible services for students that are need-based and include community resource referrals. Work to remove all unique barriers for students experiencing homelessness with emphasis on enrollment, attendance, and school success. Build and maintain positive community partnerships to provide the most comprehensive services possible for our families living in McKinney circumstances.

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	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. Support McKinney-Vento contact at site with professional development, consulting, and direct service support. Help the school team provide a welcoming environment for families, ensure educational rights, and remove barriers. Work closely with multiple site's McKinney Contact, LCE (Language, Culture & Equity) Family Liaison, Counselor, Admin., etc. to best meet family needs.	D	30%
2. Lead crisis management for families in McKinney status facing urgency with meeting basic life needs (food, shelter, safety, transportation); including late night phone calls for coordination of resources (human, capital, financial, organizational, etc.). Act as case manager to ensure positive resolution and outcomes.	D	25%
3. Work with school team, students and families on academic challenges and provide school resources to ensure individual student progress.	D	10%
4. Develop and maintain relationships between critical site support staff, counselors, students, families, and outside agencies, including working closely with the McKinney-Vento site contact and McKinney-Vento Program Specialist.	D	10%
5. Support facilitation of ongoing staff development training to site contacts and advocates to ensure their proficiency in how to best serve families in McKinney status, which includes trainings on general trauma informed communication practices, constantly updating community resources, academic resources, and de-escalation strategies. Continually update website and resource documents and build and maintain community partnerships.	D	10%
6. Complete all LCE paperwork, emails, and request documents. Follow purchasing procedures and all district and state policies and guidelines.	D	3%
7. Attend work and arrive in a timely manner.	D	1%
8. Collaborate and support the Director of LCE and the Program Specialist with continual review of procedures and protocols to ensure compliance with the McKinney-Vento Homeless Assistance Act and its application to the district. Assist in data collection and analysis to ensure equitable practices within the McKinney program and support functions.	M	5%
9. Attend McKinney meetings and attend professional development sessions related to role.	M	3%
10. Perform other duties as assigned.	Ongoing	3%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- Associate degree or two-year college certificate in social work or related field required and a bachelor’s degree 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 required
- 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
- Technical and Computer Skills and ability to be trained on new programs and systems.
- Bilingual in Spanish preferred
- Interpersonal relations skills
- 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, 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, Outlook, 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			



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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



NOISE LEVEL:	Exposure Level
Loud	
Very Loud	