

GLENPOOL PUBLIC SCHOOLS JOB DESCRIPTION

Position Title: Homeless Liaison, District
Reports to: Assistant Superintendent/Superintendent

SUMMARY: To provide service to homeless children/youth and their families who reside within the district. To coordinate with district building administrators, counselors, nurses, special and regular classroom teachers. Assists with the coordination of community based services to serve the health, social and emotional needs of homeless children/youth and families.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned by supervisor.

- Works to prevent school difficulties by assisting homeless children/youth with their educational needs
- Assists with immediate enrollment of homeless children/youth, including obtaining academic and medical records
- Informs parents, guardians or unaccompanied homeless youths of the educational and related opportunities available to them
- Assists in accessing transportation to and from school
- Disseminates public notice of the educational rights of homeless children/youths, including guidelines of the McKinney Vento Act
- Serves as district liaison with community agencies and services
- Prohibits the segregation of homeless children and youth
- Assists with monitoring of student attendance
- Completes or monitors completion of all required paperwork for documentation of homeless interventions
- Performs other duties assigned by supervisor or administrator

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: 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, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Master's Degree in Counseling preferred

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate with counseling endorsement preferred

OTHER SKILLS AND ABILITIES: Ability to apply knowledge of current research and theory in specific field; ability to establish and maintain effective working relationships with students, staff and community; ability to establish and maintain effective relationships with students, peers, and parents, as well as communicate clearly and concisely both in oral and written form; ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here 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. "While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Occasionally the employee will repeat the same hand, arm or finger motion many times. The employee must be able to attend meetings in the evening and at other locations.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.”

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. “The noise level in this environment is usually quiet.”