

CAMPBELL COUNTY SCHOOLS

TITLE: HOMELESS COORDINATOR

BASIC FUNCTION:

Plan, organize, implement, and coordinate the "Camel Connection Center" for students identified as homeless in compliance with **Section 722(g) of the Stewart B. McKinney Homeless Assistance Act.** (Section 722(g) states that the Kentucky Department of Education and local education agencies are in compliance or will comply with the provisions contained in Kentucky's Consolidated State Application of the U.S. Department of Education.) The Camel Connection Center Homeless Coordinator shall adhere to the following mandated assurances:

- Remove barriers that hinder the enrollment of homeless students
- Administer the program in accordance with all applicable statutes, regulations and applications
- Maintain accurate time logs and documentation of services for any personnel working in this program (**actual time spent working directly with the program**).
- Plan specific activities to involve the parents of homeless children and youth in the program to the greatest extent possible.
- Ensure the homeless education program does not isolate or stigmatize homeless children and youth.

REPORTS TO: Director of School Improvement and Community Education

REPRESENTATIVE DUTIES:

- Lead district-wide initiative to increase the level of awareness/education of administrators and school personnel regarding the rights and education of homeless children and youth.
- Advance the appropriate identification of homeless students as well as streamline the enrollment process of these students.
- Increase and enhance existing resources available to homeless students.
- Utilize Infinite Campus as part of a case management system to allow for the checking daily attendance, discipline, and weekly academic information on each identified homeless child.
- Plan, organize, implement, and coordinate a project, program, or activity and evaluate staff as assigned involved in activities having overall impact on school/district.

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- Serve as liaison with other units, departments (or outside agencies) as required.
- Make recommendations regarding implementation of project, program or activity and evaluate effectiveness as assigned.
- Maintain communication and work closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity.
- Prepare and assist in preparation of reports, records, and other documentation as required.
- Accumulate and analyze data, documents, and other pertinent information as required.
- Assure compliance with federal, state, and district policy, administrative procedures, and negotiated agreements as applicable to assignment.
- Prepare, deliver, or assist with training opportunities as appropriate.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Subject matter in area of assignment.
- Short and long range planning techniques applicable to area of specialty.
- In-service materials, subject matter, and methods in area of specialty.
- Record keeping techniques.
- Communication skills.
- Response to Intervention
- Research methods and report writing techniques.
- Laws, rules, and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Principles of training and providing work direction.
- Technical aspects of field of specialty.

ABILITY TO:

- Provide leadership to an activity having overall impact on the school/district requiring a variety of standard practices and procedures, and including outside contacts which require routine supervision.
- Provide technical assistance to school and district personnel in area of proper specialty.
- Provide extensive parental outreach.
- Create referrals to outside agencies and supports.
- Oversee the work of advisory council committees.
- Communicate effectively.
- Prepare and deliver presentations.
- Maintain records and prepare reports.
- Compile and verify data and prepare reports.
- Prioritize and schedule work.

- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Maintain current knowledge of technological advances in the field.
- Meet schedules and time lines.
- Plan and organize work.

EDUCATION AND EXPERIENCE:

Completed a four year college degree in one of the following fields: Education, Social Work or Counseling.

TERMS OF EMPLOYMENT:

Salary and days as established by the Board of Education.