

Homeless Liaison Job Description

Position Title: Line Mountain School District Homeless Liaison

Department: Student Services/Federal Programs

Reports To: Student Services/Federal Programs Director

SUMMARY: The Homeless Liaison is responsible for assuring that homeless/highly mobile children are fully integrated into the mainstream school setting and offered appropriate educational support as authorized under the McKinney-Vento Act for Homeless Education. The Homeless Liaison shall coordinate and collaborate with the state/regional coordinator, community and school personnel responsible for the provision of education and related services to homeless students. The Line Mountain Liaison is the LEA resource for district administrators, guidance counselors, teachers and support staff regarding students experiencing homelessness as defined by the McKinney-Vento federal legislation.

Duties and Responsibilities

1. Understand all federal guidelines as they pertain to the eligibility of children and provision of services for the Line Mountain Homeless Program, ensuring identification and eligibility are school districts priorities.
2. Understand and have knowledge of the McKinney-Vento Act. Assist in immediate enrollment and provisions involving transportation of eligible students.
3. Coordinate with designees, social workers and school staff in the district to assist homeless students with obtaining documents necessary to enter school.
4. Coordinate with designees, social workers and school staff to assist with services and supplies that benefit children, youth and families.
5. Monitor academic performance, attendance and truancy of homeless students. Notify district administration of Act I eligibility.
6. Assist with medical needs i.e., glasses, immunizations, dental and mental health that impairs school performance.
7. Check on enrollment records, and identify support needs, if Spec Ed, assist with IEP's and with parent/guardian questions. Advocate for the child if the evaluation process needs to be implemented.
8. Assist with placing children in tutoring, mentoring or after school programs.
9. Assist parents in motels or doubling up with referrals for food, clothing, and shelter.
10. Network with community agencies to provide appropriate referrals to agencies, organizations, housing and health care.
11. Ensure that families are notified of available pre-school, EI, Head Start programs for which they have eligible children.
12. Ensure that public notice of the educational rights of students experiencing homelessness is displayed in every district building and in community locations.
13. Assist families with resources and services to overcome homelessness.
14. Advocate and expedite services for our homeless population.
15. Provide the shelters with educational resources and information regarding school district resources.

16. Utilize crisis intervention and trauma informed skills, case management and community resources knowledge to support the family to move toward greater family stabilization for better school performance when possible.
17. Provide appropriate referrals to County Children and Youth Services as designated by law and school board policy.
18. Maintain documentation on all services provided to children and youth.
19. Provide training and support for all school district staff.
20. Coordinate and collaborate with all LEA departments, including Title I, transportation, food service, etc. to ensure all appropriate services are provided.
21. Participate in State and Regional training and meetings, coordinate with ECYEH coordinators.
22. Ensures the complete and accurate collection and submission of data to LEA PIMS and ECYEH systems.
23. Ensure that all students in homeless situations enroll in and have full and equal opportunity to succeed in school and participate in all activities.

The duties described above are not all inclusive, and additional duties may be assigned as needed.