



JOB DESCRIPTION

Job Title	Homeless Program Coordinator
Department	Division of Student Services
Reports To	Director of Student Services
Classification	Non-Affiliated
Location	District Office
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Homeless Program Coordinator is responsible for outreach to and the enrollment of school-aged homeless children and youth. The Homeless Program Coordinator works with students and parents, building staff, and community members to meet the needs of the students.

Essential Job Functions

- Secures needed resources for homeless students, including transportation, tutoring and community services.
- Works to secure needed paperwork from students and families.
- Works with building contacts to identify students and families in need.
- Coordinates with other area districts to meet the needs of cross district transportation of students.
- Coordinates with community groups and local business and charitable organizations to provide supplies and resources to students.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Training and/or work experience in social work, education, family services, early childhood development, or other community agencies.
- Ability to maintain a flexible schedule; including evenings as necessary.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of school and community resources.
- Outstanding organizational and planning abilities.
- Strong ability to work effectively with individuals and groups.
- Basic computer literacy skills.
- Ability to maintain confidential information.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/school environment and moderate noise levels.

Physical Requirements – The physical demands 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 essential functions.

- Regularly required to talk and hear.
- Frequently required to sit and work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.