



JOB DESCRIPTION

Job Title	Homeless and Homebound Coordinator
Department	Teaching and Learning
Reports To	Director of Student Services
Classification	Non-Affiliated
Location	Administration Building
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 and Homebound Coordinator is responsible for the outreach and enrollment of school-aged homeless children and youth as well as the coordination of homebound services. This includes communicating and coordinating with homebound instructors and tutors, students and their families, teachers, and other District staff. In addition, this position is actively engaged with community agencies 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.
- Review requests for homebound instruction or tutoring services for students.
- Coordinates the assignment of homebound instructors and tutors with the Director of Student Services.
- Coordinates assignments and other tasks between the student’s home and school.
- Provides homebound instructors and tutors with appropriate documentation, including the initial request for services, student information to conduct tutoring sessions, and assignment instructions from the student’s teachers.
- Clearly communicate to students, parents, teachers, and homebound tutors the criteria of the school for grades and credits while they access homebound services.
- Collaborates with other departments to provide necessary services to homebound students, such as school nurses, school psychologists, and school social workers.

- Participates in meetings regarding students in the homebound/homeless programs such as: 504 meetings, parent meetings, and other meetings as necessary.

Ancillary Job Functions

- Meets with the other building and District teams as needed.
- Leads, coordinates, and, attends meetings with homebound instructors and tutors.
- Performs other related duties as assigned.

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.

- Bachelor’s degree in Social Work, Counseling, Education, or family services.
- Experience in coordinating projects and/or teams.
- Ability to maintain a flexible schedule; including evenings and weekends 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
- Strong verbal and written communication skills.
- Strong interpersonal skills and ability to interact effectively with diverse populations.
- Organizational and time management skills.
- High degree of self-motivation and ability to work with minimum supervision.
- Ability to maintain confidential information.
- Computer literacy skills with Microsoft Office products.
- Ability to travel to multiple District buildings in compliance with District driving policy.
- Demonstrates an understanding and use of culturally responsive practices.

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.
- Community agencies and occasional home visits.

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
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment
- May be required to lift up to 25 pounds.