

PUEBLO CITY SCHOOLS D60
CLASSIFIED JOB DESCRIPTION

Job Title: McKinney-Vento/Homeless Technician– Grant Funded
Prepared Date: 8/5/2019
Revised Date:
Work Year: 213 days
Department: Teaching and Learning Services
Reports To: Director of Federal Programs
Salary Range: Student Data Technician Salary Schedule
Benefits: Schedule B Benefits
Status: FLSA Status: Non-Exempt

SUMMARY OF FUNCTIONS:

This is a grant funded position with funding through ESSA Title IA grant funding. There is no guarantee of continued employment.

The McKinney-Vento/Homeless Technician is an integral part of a comprehensive program of identifying and support of students that are identified as experiencing homelessness. The technician will be responsible for working with schools, families, students, and community partners. This individual will be responsible for the training of school staff, assistance with identification of students, coordinating services with community partners, coordinating family engagement activities, and reporting to the Colorado Department of Education.

QUALIFICATIONS:

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, skill, and/or ability required. The physical demands, work environment factors, and mental functions 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 the essential functions.

REQUIRED:

- High School diploma or equivalent
- Minimum of one (1) year of experience in school setting;
- Valid Colorado Driver's License
- Reliable Transportation
- Proficient in Microsoft Excel and Google Drive
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Degree in social work, psychology, counseling, education or similar field
- Previous experience in social services or with children

- Leadership role in supporting and monitoring at-risk students
- Demonstrated experience working with community partners
- Experience working with students and families experiencing homelessness
- Experience in Infinite Campus and data management
- Bilingual in Spanish

SKILLS AND KNOWLEDGE:

- Ability to foster community partnerships and seek out community support
- Excellent customer service
- Ability to work with a diverse group of students and families and be sensitive to issues
- Maintain a high level of confidentiality
- Ability to organize, prioritize, and problem solve
- Data management skills

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Assist school personnel in the identification of homeless children and youths through outreach and coordination with other agencies
- Ensure that homeless children and youths are enrolled in, and have a full and equal opportunity to succeed in, school
- Provide opportunities for homeless families, children, and youths have access to and receive educational services for which they are eligible, including Head Start programs, early intervention services under part C of the Individuals with Disabilities Education Act (IDEA), and other preschool programs administered by the District
- Work with homeless families, children, and youths to have access to and receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services
- Plan and organize parent activities and literature that ensure that the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children
- Ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents or guardians of homeless children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to parents, guardians, and unaccompanied

youth

- Mediate enrollment disputes according to 42 U.S.C § 11432(g)(3)(E)
- Inform the parent or guardian of a homeless child or youth, and any unaccompanied homeless youth, of all transportation services, including transportation to the school of origin
- Plan and facilitate professional development and other support for school personnel who serve homeless children and youths
- Follow up to ensure that unaccompanied homeless youths are enrolled in school, have opportunities to meet the same challenging State academic standards established for other students, and are informed of their status as independent students and assisted to receive verification of their status for completing the Free Application for Federal Student Aid (FAFSA)
- Update Infinite Campus enrollment and flags
- Maintain accurate data for tracking services
- Ensure that Title I schools meet Family Engagement compliance requirements
- Provide District-wide Family Engagement opportunities
- Provide training to school family engagement coordinators

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Director of Federal Programs

The physical demands, work environment factors, and mental functions 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 the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle, or feel. The work requires the use of telephone and using fingers to operate computer or typewriter keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5-8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)		X			

Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)	X				
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms			X		
Repetitive use wrists			X		
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation				X	
Using foot control	X				
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting/Carrying Maximum weight: 50 lbs.			X		

WORKING CONDITIONS:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work; constant interruptions; at times works in classrooms and hallways surrounded by students and staff of various ages and abilities; Daily work schedules will vary, depending on student and school needs. Position requires occasional local travel in the community. While performing the duties of this job, the employee is occasionally exposed to angry students/parents and neighborhoods considered to have high levels of violence potential.