



ONE TEAM. ONE MISSION.

Ardmore City Schools
Federal Programs

McKinney-Vento District Homeless Liaison

Job Description:

The District Homeless Liaison serves as one of the primary contacts between homeless families and school staff, district personnel, shelter workers and other service providers. The liaison coordinates services to ensure that homeless children and youth enroll in school and have the opportunity to succeed academically.

Performance Responsibilities:

1. Establish and coordinate the McKinney-Vento District Support Team (MVDST) to identify, recruit, retain and serve homeless students.
2. Communicate with members of the MVDST and evaluate existing programs within the school to ensure equal access of the identified students to tutoring, supplemental instruction and enriched services. These programs may include: Boys & Girls Club, After-School Tutoring, Gifted & Talented, and Advanced Placement and Honors Courses, as appropriate.
3. Establish procedures to identify, evaluate and assess the needs of homeless youth.
4. Coordinate and maintain records of information related to academic, social and basic environmental needs of district's homeless students. Assist in addressing needs directly or through referral to partner agencies, as needed.
5. Implement pupil services designed to remedy educational deficits for homeless youth, such as tracking academic progress of district's homeless students with referrals for remediation and/or tutoring.
6. Publicly post notice of educational rights of the homeless and the duties of the district homeless liaison.
7. Inform parents/unaccompanied youth of the educational rights of homeless children and youth and support services available through the MV Program, as well as access to pre-school programs, including Head Start.
8. Provide community awareness outreach regarding the rights and special needs of students experiencing homelessness.
9. Mediate and provide a record of enrollment disputes.
10. Mediate and provide a record of transportation disputes (school of origin).
11. Inform and assist students and parents regarding transportation arrangements for school attendance and after-school tutoring, as needed.
12. Communicate homeless student information to Child Nutrition department on a frequent basis to ensure free meal status.
13. Assist unaccompanied youth with enrollment and inform of rights under MV as to independent status for financial aid filing.
14. Maintain data collection report for all district McKinney-Vento homeless students tracking services provided.
15. Design and implement professional development for school district staff, including administrators, to build awareness of the educational rights and needs of homeless students, legal responsibilities of the school district, and local policies and procedures under the MV law.
16. Communicate with area schools, including private schools, to provide training/awareness of homeless issues.
17. Establish, manage and coordinate the MV District Resource Center (MVDRC), including campaign to generate resources.
18. Acquire and distribute tutoring supplies, school supplies, clothing and other useful resources to sites for homeless students. Maintain inventory of such supplies to be distributed to identified students in a timely manner.
19. Coordinate efforts with community outreach partners to better serve the homeless youth of ACS.
20. Develop MV district parent and unaccompanied youth support programs through community resource partners and local agencies to address issues faced by homeless families/unaccompanied youth.
21. Conduct an annual needs assessment/program review to determine deficits and implement corrective actions to better serve homeless students.
22. Maintain Desktop Monitoring System for Title X, Part C and perform duties related to all Oklahoma State Department of Education reports and audits, including grant writing for McKinney-Vento sub-grant and other local, state and national resource grants.
23. Maintain homeless liaison contact information on district/school web site pages, student handbooks, district cable television channel and all other forms of public information and communication.
24. Attend local, state and national training conferences and meetings.
25. Research strategies to assist in the success of homeless students.
26. Submit monthly log/time sheets and mileage reports as required by the district's finance director.
27. Develop, implement and oversee the MV Graduation Planning Program and Graduation Mentor.
28. Maintain strict confidentiality with sensitive information.