

TITLE: Homeless Liaison

REPORTS TO: Superintendent

FAIR LABOR STANDARDS ACT (FLSA): Exempt. (Administrative/Professional)

QUALIFICATIONS:

1. Able to meet Monroe School District Standards of Competent Performance
2. Other qualifications as approved by the Board.
3. Must be proficient in English both oral and written.

JOB GOALS: The Homeless Liaison is under the general supervision of the Superintendent and performs all duties related to the education of Homeless Children and Youth in the Monroe area. The position requires considerable ability to be organized, organize others, and communicate effectively. The use of independent judgment and decision making is required. The Liaison needs to be familiar with and able to communicate the essential parts of “The Education of Homeless Children and Youth in Oregon” program as it relates to Monroe School District #1J.

ESSENTIAL JOB FUNCTIONS:

I. Personal Qualities:

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

II. General Duties

1. Supervise the daily operation of the Homeless program as it specifically relates to student services.
2. Participate in budget construction for the Homeless program including the Title 1A set-aside.
3. Assist with the expenditure and accounting of homeless funds.
4. Assist with the preparation of published materials related to the homeless program.
5. Institute a system where each building has a registration process that quickly identifies and assists homeless children and their families.
6. Have a homeless form that is completed by building staff and then forwarded to the Homeless Liaison for record keeping and signature.
7. Serve as a primary contact for the State and other school districts.
8. See that a data collection system is in place that allows immediate access to a list of all homeless school students in each school and in Monroe School District #1J.
9. Ensure that all identified homeless students have an expedited school registration process that provides immediate access to services.

10. Ensure that all identified homeless students have the essentials need for free school attendance, including but not limited to clothing, free school meals, books, transportation, extra curricular activities and school supplies.
11. Serve as a liason for needed community services, including but not limited to housing, health care (dental and mental) and food services.
12. Follows all District policies and those contained in the appropriate district handbook.
13. Perform other job related duties.

III. Timeliness

The employee demonstrates a willingness and ability to model appropriate behavior in being timely.

1. Returns requests for information by the date and time specified.
2. Attends all meetings as required; attends in a prompt manner and remains throughout the meeting.
3. Arrives on time and work scheduled hours.
4. Notifies the Superintendent in the event of illness.
5. Promptly informs the Superintendent of problems that need attention.
6. Will be present at all home building activities and athletic events and will share such responsibility across the district.

Physical Requirements:

In an 8 hour day, employee may: stand/walk 6-8 hours; sit 1-4 hours. Employee may use hands for repetitive single grasping, fine manipulation, and pushing/pulling. Employee may need to bend, twist, squat, climb, and reach above shoulder occasionally. Employee may need to lift approximately 50 pounds, with frequent lifting and/or carrying of objects weighing 10-20 pounds.

Terms of Employment:

The Homeless Liaison will be employed up to 210 days per year. Salary and benefits are included in their current administrative contract.

Mandatory Child Abuse Reporting

As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

Evaluation: Performance of this position will be evaluated annually.

Reviewed by: _____ **Date:** _____