

GERVAIS SCHOOL DISTRICT #1

HOMELESS LIASON

QUALIFICATIONS:

- ◆ Hold current Oregon supervisory/administration credential;
- ◆ Have a minimum of four years teaching experience (to include experience with special needs students); and
- ◆ Valid First Aid Card as requested by supervisor.

REPORTS TO:

- ◆ Superintendent

JOB GOAL:

- ◆ To identify and provide services to students and families that qualify as homeless under the McKinney-Vento Homeless Act.

ESSENTIAL FUNCTIONS

- ◆ Identify homes students using the following criteria:
 - Students living in shelters.
 - Students living in shared housing.
 - Students without shelter at night.
 - Students living in hotels/motels.
 - Students whose living arrangements are unknown.
- ◆ Notify building principals of students that qualify as homeless;
- ◆ Provide financial support to student and family as outlined in the McKinney-Vento Homeless Act;
- ◆ Immediately enroll all identified homeless students in Gervais School District schools;
- ◆ Complete all required federal and state reports for homeless youth;
- ◆ Monitor the progress of enrolled homeless students quarterly;
- ◆ Notify Gervais School District Food Service Director of homeless student participation in school lunch program; and
- ◆ Other duties as assigned by the Superintendent.

EVALUATION:

- ◆ Performance will be evaluated by the Superintendent annually in accordance with Board Policy and established procedures.

I have received a copy of this job description.

Signature

Date