



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

POSITION TITLE: Specialist, Homeless Education Program (HEART)
JOB CODE: New
CLASSIFICATION: Non-Exempt
PAY GRADE: 18
BARGAINING UNIT: BTU-TSP
REPORTS TO: Coordinator, Homeless Education Program (HEART)
CONTRACT YEAR: Twelve Months (Variable Work Schedule)

POSITION GOAL:

Support the delivery of high quality services under the MVA/HEART initiative. Promote District and school-based strategies that increase the "Homeless Student Identification Rate" and post-secondary college and career readiness consistent with performance requirements delineated within the Title IX, Part A grant.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Specialist, Homeless Education Program (HEART) shall carry out the performance responsibilities listed below:

- Identify and coordinate post-secondary education and career readiness activities for high school students including, but not limited to, SAT/ACT and Advance Placement reviews, scholarship information, college fairs and college tours.
- Develop tracking forms and procedures to ensure compliance with MVA grant-related performance outcome requirements.
- Develop and/or enhance instructional materials and provide District and community-based MVA training.
- Collaborate with local family shelter providers and ensure timely provision of services for students.
- Provide identification and enrollment services for the Homeless Education Program participants.
- Collaborate with local schools to identify services available to displaced students.
- Participate in professional development opportunities to enhance knowledge, skills and abilities to better meet the needs of students and families experiencing homelessness.
- Identify opportunities to improve processes and submit recommended enhancements to the immediate supervisor for review and consideration.
- Participate in community outreach activities to promote and raise awareness about MVA/HEART services.
- Perform and promote all activities in compliance with the equal employment nondiscrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Perform other duties as assigned by the immediate supervisor, or designee.
- Follow federal and state laws, as well as School Board policies.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned associate's degree from an accredited institution.
- A minimum of three (3) years within the last five (5) years of experience and/or training in the field related to the title of the position.
- Experience working with displaced individuals of diverse backgrounds.
- Excellent customer service skills.
- Effective time-management skills and demonstrated ability to adhere to deadlines.
- Analytical skills, including the ability to retrieve, evaluate and analyze data.
- Effective interpersonal, verbal and written communication skills.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- Knowledge of the McKinney-Vento Homeless Assistance Act as it relates to educational stability for students experiencing homelessness (Pre-K - 12).
- Knowledge of school district and community resources.
- Bilingual skills.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Works extensively with school based staff providing MVA education and consultation, i.e. Registrars/IMTs, School Social Workers, Family Counselors, School Counselors, transportation and other programs within the Student Services Department. Also interacts with other District staff to help facilitate multi-program collaboration that benefits students experiencing homelessness, i.e. Coordinated Student Health Services.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board policy.

Board Approved: