



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Supervisor, Homeless Services
JOB CODE: NEW
CLASSIFICATION: Exempt
SALARY GRADE: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Student Services
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Provide comprehensive management and establish a framework for effective implementation of the Homeless Education Program, to ensure the educational stability of affected students. Plan and facilitate the effective implementation of programs and ensure compliance with state and federal regulations as outlined by the McKinney-Vento Homeless Assistance Act. Train and collaborate with District and community based service providers to ensure timely identification of students experiencing homelessness, while removing barriers that may impede achievement of academic success.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Supervisor, Homeless Services shall carry out the performance responsibilities listed below:

- Supervise staff as assigned in the performance of job duties.
- Provide assistance to all public schools, charter schools and service providers in support of students experiencing homelessness or living in transition.
- Train homeless services liaisons at assigned schools on the rights of homeless students in accordance with federal law, state statute and School Board policy.
- Coordinate afterschool programs for homeless students at all shelters, including assigning staff, conducting pre/post testing and program referrals, approving all timesheets for staff, and ensuring compliance with budget.
- Collaborate and coordinate with District departments, including Transportation, Food and Nutrition Services, Before and After School Programs, Title I, Early Childhood, Head Start, ESE, and others, to provide services to homeless students.
- Coordinate the provision of comprehensive services for homeless students, including summer programs with community partners such as the YMCA and others.
- Chair the Family Shelter Provider meeting to ensure school enrollment procedures are followed by all shelters, including scheduling various school and community resources for presentations.
- Ensure access to comprehensive services for homeless students, including educational summer break opportunities such as camps administered by the City of Fort Lauderdale Parks and Recreation, Boys and Girls Club, the YMCA and other programs funded by Children's Services Council of Broward County.
- Approve vetted requests to acquire birth certificates for students living in transition and ensure payment to the Department of Health and Vital Statistics.
- Participate in provider and stakeholder meetings, homeless initiatives and homeless forums to provide assistance and support for homeless students.
- Monitor legislative activity related to grants, special projects and categorical allocations to ensure that new and existing programs remain compliant.
- Write and manage grants to support the development and implementation of homeless program initiatives.
- Initiate and monitor all necessary federal and state reports in conjunction with grant requirements.
- Participate in inter-departmental planning and decision making to ensure quality and consistency among programs.
- Assume responsibility for purchasing materials, supplies and equipment in support of homeless education and initiatives.
- Identify community resources, partners and other forms of support to assist with homeless program initiatives.
- Solicit financial and in-kind support from the community for homeless program.
- Participate in inter-agency planning, collaboration and communication.

- Participate in community outreach activities to promote and raise awareness for the McKinney-Vento Homeless Assistance Act/Homeless Education Program (HEART).
- 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 master's degree from an accredited institution in social work, guidance, psychology or a related field of study.
- A minimum of five (5) years, within the last ten (10) years, of related experience including, but not limited to, working with at-risk children, youth and families in a formal education or social services setting.
- Demonstrated knowledge of community initiatives to address population needs.
- Prior grant management and grant writing experience.
- Prior experience working with displaced individuals of diverse backgrounds.
- Effective time-management skills, including demonstrated ability to adhere to deadlines.
- Excellent customer service skills.
- Effective verbal, written and interpersonal communication skills.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Prior experience in an educational setting as a teacher, ESE specialist, guidance counselor, school social worker or related position.
- Bilingual skills.

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

Frequently works with the Director of Student Services, District departments, school personnel, community agencies, students and families to ensure consistent practices and fidelity of implementation of the State and Federal guidelines governing homeless education 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:

Board Adopted: