



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

**POSITION TITLE:** Program Coordinator, Homeless Education (HEART)  
**JOB CODE:** New  
**CLASSIFICATION:** Exempt  
**PAY GRADE:** 24  
**BARGAINING UNIT:** BTU-TSP  
**REPORTS TO:** Supervisor, Homeless Services  
**CONTRACT YEAR:** Twelve Months (Variable Work Schedule)

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**POSITION GOAL:**

Provide comprehensive management assistance and contribution to establish a framework for effective implementation of the Homeless Education Assistance Resource Team Program, to ensure the educational stability of affected students. Assist in planning and facilitating the effective implementation of programs and ensure compliance with state and federal regulations, as outlined by the McKinney-Vento Homeless Assistance Act.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

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

- Supervise staff as assigned in the performance of job duties.
- Identify and coordinate post-secondary education, career and life 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 and enhance a wide variety of written content, including reviewing and editing program materials to produce internal and external training processes.
- Collaborate with local family shelter providers and ensure timely provision of services for students residing in transitional shelters.
- Deliver presentation to stakeholders from all groups regarding homeless education.
- Conduct multiple data retrieval and analysis to inform program activities and strategies.
- Employ the Plan, Do, Study, and Act improvement cycle to analyze students' needs and outcomes, including root causes of academic deficiencies, attendance trends, and promote academic success.
- Participate in the annual assessment and evaluation of project goals, objectives, and deliverables in accordance to federal grant compliance.
- Stay abreast of state and federal law updates as they relate to homeless education.
- Provide District leadership, expertise, and technical assistance regarding current trends, best practices, and promising innovations in homeless education program and processes to all stakeholders.
- Assist with the development of a system of feedback and needs assessment of District level services and project activities to determine responsiveness to the removal of barriers to enrollment, attendance, and academic success for Pre-K to Grade 12 students experiencing homelessness.
- Assist with federal grant writing, including project application, state report writing, and monitoring grant project's activities and deliverables.
- Assist with developing high-quality measurable objectives and indicators aligned to the program proposals' purpose, goals, and project scope.
- Provide advocacy and assistance on meeting the physical, social, emotional, and developmental needs of Pre-K to Grade 12 students experiencing homelessness, to enhance their overall academic success and school readiness.
- Develop and facilitate district-wide professional development training regarding the provisions of the Federal McKinney-Vento Homeless Assistance Act, state statutes, and School Board policy.
- Assist with the preparation of the federal Title IX, Part A, subgrant documentation for audit requirements and continuing program improvement.
- Maintain current expertise with federal and state grant guidelines to interpret policy, project concepts, and implementation requirements of homeless education.

- Participate in intradepartmental and interagency planning, collaboration, and communication pertaining to homeless education.
- Assist with soliciting financial and in-kind support from the community for homeless education.
- Provide program development, support, and oversight for the Art Reaching and Educating At-Risk Children Experiencing Homelessness (ArtREACH) after-school enrichment program.
- Participate in community outreach activities to promote and raise awareness of services afforded to students experiencing homelessness under the provisions of the McKinney-Vento Homeless Assistance Act.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in the 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.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor, or designee.

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned bachelor's degree from an accredited institution.
- A minimum of three (3) years within the last five (5) years of experience in the field related to the title of the position.
- Knowledge of the McKinney-Vento Homeless Assistance Act as it relates to educational stability for Pre-K to Grade 12 students experiencing homelessness.
- Experience working with displaced individuals of diverse backgrounds.
- Knowledge of school District and community resources.
- 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:**

- Valid Florida Educator's Certificate in either Educational Leadership (all levels) or Guidance and Counseling (Pre-K to Grade 12).
- Prior experience working with and through people in establishing goals, objectives, and action plans to produce expected results.
- Prior grant management and grant writing experience.
- Supervisory skills and/or leadership training.
- Bilingual skills.

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

Works extensively with school-based staff, District departments, community agencies and providers, and with students and families to ensure consistent practices and fidelity of implementation of 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:

DRAFT