

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

<b>POSITION TITLE:</b>	Coordinator, Homeless Education Program
<b>CONTRACT YEAR:</b>	Twelve Months
<b>SALARY GRADE:</b>	24
<b>BARGAINING UNIT:</b>	BTU-TSP

**PREFERRED QUALIFICATIONS**

**EDUCATION:** An earned bachelor’s degree in social work, guidance, or psychology from accredited institution.

**EXPERIENCE:** Minimum of five (5) years, within the last eight (8) years, of experience in homeless education services. Experience in program planning and implementation.

OR

**MINIMUM QUALIFICATIONS**

**EDUCATION:** An earned associate’s degree in social work, guidance, or psychology from accredited institution.

**EXPERIENCE:** Minimum of seven (7) years, within the last ten (10) years, of experience in homeless education services, grant writing and grant management.

**ADDITIONAL QUALIFICATIONS**

**REQUIRED:** Demonstrated knowledge of community initiatives to address population needs. Strong oral and written communication skills and the ability to manage grant budget.

**PREFERRED:** Grant writing and grant management preferred. Bilingual skills preferred.

**REPORTS TO:** Director, Student Services

**SUPERVISES:** None

**POSITION GOAL:** Provide management and direction for the Homeless Education Program to ensure effective implementation and compliance of State and Federal regulations.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Coordinator, Homeless Education Program shall:**

1. provide technical assistance to all schools and service providers regarding homeless issues for students.
2. train all school homeless liaisons regarding the rights of homeless students in accordance with Federal Law, State Statute and School Board Policy.
3. coordinate the structure for homeless students afterschool programs at all shelters including assigning staff, conducting pre/post testing and referrals to most programs; approve all timesheets for staff and work on budget issues.
4. collaborate and coordinate with District Departments such as Transportation, Nutrition Services, Before and After School Programs, Title I, Early Childhood, Head Start, ESE etc. to provide appropriate services to homeless students.
5. coordinate the provision of comprehensive services for homeless students including the provision of summer programs with community partners such as the YMCA.
6. 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.
7. participate in Providers and Stakeholders meetings and the Homeless Initiative partnership meetings as well as any other homeless forums where technical assistance is needed regarding homeless students.
8. monitor legislative activity related to grants, special projects and categorical allocations; translate programmatic concerns into proposals.
9. write and manage grants to support the development and implementation of the homeless program.
10. establish relationships with related federal, statewide and privately funded projects.
11. initiate and monitor all necessary Federal and State reports in conjunction with grant requirements.
12. participate in interdepartmental planning and decision making to ensure quality and consistency among programs.
13. assume responsibility for purchasing materials, supplies and equipment for areas of homeless education.
14. identify people and resources in the community that can assist with the homeless program as partners, volunteers and/or contributors.
15. solicit financial and in-kind support from the community for homeless program.
16. participate in interagency planning, collaboration and communication.
17. comprehend the process for entering students in TERMS, including all Federal and State coding as well as requesting transportation for students on the transportation server.
18. perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
19. participate successfully in training programs to enhance the individual's skills and

- proficiency related to the job responsibilities.
- 20.. review current developments, literature and technical sources of information related to job responsibilities.
- 21. ensure adherence to good safety procedures.
- 22. follow federal and state laws, as well as School Board policies.
- 23. perform other duties as assigned by the Director, or designee.

**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.

**FLSA OVERTIME CATEGORY:**

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Board Approved:

Board Adopted:

**Position Factor Listing**

Coordinator, Homeless Education Program  
Point Range: 795-844

**Position Factors**

**1. Knowledge:** Combined required **minimum education/experience for competent performance**

<b><u>Education</u></b>	<b><u>Experience Range - Years</u></b>		
	<b><u>Up to 3</u></b>	<b><u>4-7</u></b>	<b><u>8+</u></b>
A. High School	1	2	3
B. A.A/Vocational training	1	2	3
C. B.S/B.A.	1	2	3
D. M.S/ M.A.	1	2	3
E. MS+ (Sr. Mgmt.)	1	2	3

**2. Human Relations Skills:** All interpersonal skills required to produce the desired end result

<b><u>Required skill level</u></b>	<b><u>*Organization Contact Level</u></b>			
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4

**\*Definitions**

- |  |  |
|--|--|
| <b>1</b> - Immediate workgroup                         | <b>2</b> - Outside of immediate workgroup                          |
| <b>3</b> - Assistant/ Associate/Deputy Superintendents | <b>4</b> - Superintendent, School Board; critical external parties |

**3. Problem Solving:** Thinking environment to perform job duties

- A. Follow established routine and well-defined patterns
- B. Some analysis; known solutions
- C. Apply established principles; determine method
- D. Follows broad policies; known objectives
- E. Establish policies based on goals/strategies

**4. Decision Making Freedom:** Freedom to take action

- A. Follows instructions; refer decisions to a higher authority
- B. Occasional independent action; interpret practices/procedures
- C. Independence within specialty area; report progress
- D. Frequent independent action; may impact other areas
- E. Regular independent action; follows broad policies

**Point Factor Listing (cont.)**

Coordinator, Homeless Education Program

**Point Range: 795 - 844**

**5. Position Impact:** Degree of job impact on the District

- A. Minor to total organization; moderate to work unit
- B. Advisory to work unit; used by others to take action
- C. Substantial support, advice, and counsel to work unit
- D. Substantial direct impact on unit's results
- E. Authoritative to unit/substantial to District

**Position Analysis Criteria**

<b>1. Knowledge</b>	<b>2. Human Relations Skills</b>	<b>3. Problem Solving</b>	<b>4. Decision Making Freedom</b>	<b>5. Position Impact</b>
<b>B2</b>	<b>B3</b>	<b>C</b>	<b>C</b>	<b>C</b>