



EMPLOYEE NAME: _____

Revised: 01/07; 10/12; 3/18; 6/18;11/22; 4/23

JOB DESCRIPTION

POSITION TITLE: Homeless Liaison, Title I	JOB CODE: 413E
DIVISION: Academic/Teaching & Learning	SALARY SCHEDULE: Teacher Salary Schedule
DEPARTMENT: Community Engagement & Title I	WORKDAYS: 187
REPORTS TO: Director, Title I	PAY GRADE: CIT (4,5,6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Supports CCSD compliance with McKinney-Vento Homeless Assistance Act which eliminates barriers to the education of homeless children; supports collaboration between CCSD and agencies that serve homeless children and supports implements extended learning opportunities that serve homeless children in CCSD schools.	

REQUIREMENTS:

1.	Educational Level: Bachelor’s degree required; Master’s degree preferred
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: 2 years’ experience working with at-risk students.
4.	Proficient Skills: Written and oral communication; interpersonal skills; computer skills; and ability to accept supervision
5.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Ensures the proper identification of homeless students and that parents/guardians are properly informed of educational rights under McKinney -Vento Homeless Assistance Act (M-V) in coordination with school and agency personnel.
3.	Supports the identification, enrollment, school stability and opportunities for educational success for homeless children and youth.
4.	Supports collaborations with families, school personnel, and community agencies to serve the complex needs of homeless students to promote student success.
5.	Maintains accurate data required for student reporting.
6.	Ensure M-V eligible services are made available as appropriate for homeless students.
7.	Communicates with Homeless Liaison Coordinator to ensure compliance with federal and state requirements for homeless students.
8.	Communicates with supervisor and others as needed.
9.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____