

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Title I Coordinator/Liaison for Homeless and Foster Children
Department:	Office of the Assistant Superintendent
Reports to:	Assistant Superintendent
Supervises:	n/a
Description of job: Title I director; District Homeless Children and Youth Liaison; Foster Children Liaison Ensures compliance with federal regulations and promotes effective programs to support the diverse students across the district.	
Duties and Responsibilities:	
<u>Title I Director</u>	
Oversee the budget for Title I, Part A and long-range financial planning	
Complete the required Title I application and amendments as necessary under the Consolidated Resource Plan	
Identify and submit purchase orders for materials, teaching supplies, and equipment needed	
Coordinate with the Assistant Superintendent and the staff of the participating schools to determine curriculum and instructional needs	
Coordinate with the Office of Family Learning to integrate programming and funding sources and provide assistance in writing the COZ grant	
Monitor the effectiveness of the programming, including visits to the school	
Ensures implementation of parent involvement programs for Title I	
Serve as the district representative at state meetings; remain current on Title I laws and guidance requirements	
Work with the Assistant Superintendent to post and hire Title I staff	
Partner with private schools as appropriate	
Communicate with district and school staff and parents to facilitate the program	
<u>District Homeless Children and Youth Liaison</u>	
Serve as the district contact for homeless for the NK school district	
Respond in an effective and timely manner to all requests for homeless assistance from schools, service agencies and families	
Ensure that all homeless students are identified and enrolled in/transported to their new school or school of record	
Ensure homeless students have immediate access to education by assisting to expedite records and provide services to support homeless children and their families, inclusive of unaccompanied youth	
Design and carry out programs and services that supplement the educational/academic needs of homeless students in an integrated environment	
Ensure all homeless students have access to FAPE under the McKinney-Vento Homeless Education Act	
Complete the McKinney-Vento grant; provide fiscal/programmatic oversight of McKinney-Vento funding	
Assist parents in the registration of homeless students and ensure they receive information regarding the free meal program	
Represent the district at local and state meetings regarding homelessness	
<u>Foster Children Liaison</u>	
Serve as the district Point of Contact for Foster Care students as defined by Title I	
Ensure that children in foster care are enrolled in and regularly attending school	
Respond in an effective and timely manner to all requests for assistance from schools and child welfare agencies to ensure the educational stability of the foster child	
Facilitate the transfer of records and the coordination of transportation to ensure immediate enrollment	

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Facilitate data sharing with the child welfare agencies, consistent with FERPA and other privacy protocols

General responsibilities

Provide leadership and advocacy for families and children served by these programs

Demonstrate respect for the confidential nature of information

Communicate effectively with school staff and provide timely feedback on issues

Pursue grant funds that would support OFL and district programs

Protective Personal Equipment:		n/a			
Classification:	Sedentary:	Light:	Medium:	Heavy:	Very Heavy:
<i>Classification Key:</i>					
<i>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</i>					
<i>Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;</i>					
<i>Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;</i>					
<i>Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;</i>					
<i>Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.</i>					
Driving Requirements:	None:	Manual: own vehicle		Automatic: own vehicle	

Work Environment

Floor Surface:	Tile, wood and/or carpet				
Inside:	Up to 100%		Outside:	Up to 5%	
Lighting:	Incandescent or Florscent				
Vibration:	n/a				

PHYSICAL DEMANDS

LIFTING

Maximum weight lifted: up to 25 pounds occasionally

WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.	X					

CARRYING

Maximum weight carried: up to 10 lbs.

WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.		X				
20 – 35 lbs.	x					
35 – 50 lbs.	X					

PUSHING/PULLING

Maximum push/pull: 10

WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.	X					
20 – 35 lbs.	x					
100 + lbs.	X					

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ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			X		
Standing		X			
Walking		X			
Bending		X			
Twisting		X			
Crawling	X				
Kneeling		x			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal			X		
Grasping		X			
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's Degree in Education, Social Work or Human Services; Master's Degree preferred. Minimum of 3 years' experience with program development, funds procurement, strategic planning, grant writing, program evaluation and supervision, and school-home partnership development. Grant writing and management skills, demonstrated leadership skills and the ability to make independent decisions.

Experience working in programs that serve at-risk students

License/Certificate/Certification:

n/a

Technological and/or Technical Skills:

Technological proficiency in Microsoft Office and Google Platforms

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Communication Skills:

Capability of responding simultaneously to a variety of requests from internal colleagues, of maintaining sensitivity to needs of parents, students and community members, and of ensuring overall satisfaction as a primary objective. Strong communication skills (spoken and written), including excellent phone courtesy.

Planning Skills:

Ability to prioritize needs and respond to requests in an organized manner. Self-directed learner.

Interpersonal and Problem solving skills:

Ability to interface with parents, students and members of the public in a helpful, efficient and professional manner; ability to effectively handle public complaints and issues using an effective problem-solving approach. Ability to maintain complete confidentiality on all school, administrative, family and student issues.

Terms of Employment:

Year to year depending on funding

Evaluation:

Date: 5/2017