

Glencoe Public Schools

305 N. Rose Ave.
Glencoe, OK 74032

McKinney-Vento Homeless Education Program Job Description

Job Title: Homeless Liaison

Department: McKinney-Vento Homeless Education Program

Job Summary: Provide services to the children and youth in the McKinney-Vento Program to help them overcome obstacles and barriers to receiving an education and to assist family with social services needs.

Duties and Responsibilities

1. Understand all federal guidelines as they pertain to the eligibility of children and provision of services for the McKinney-Vento Homeless Program
2. Understand and have knowledge of the McKinney Vento Act.
3. Coordinate with designees, social workers and school staff to assist homeless students without obtaining documents necessary to enter school.
4. Coordinate with designees, social workers and school staff to assist with services and supplies that benefits children, youth and families.
5. Monitor attendance and truancy of homeless students.
6. Assist with medical needs i.e. glasses, immunizations, dental and mental health that impairs school performance.
7. Check on enrollment records, and identify support needs, if Sp.Ed.-assist with IEP's and with parent/guardian questions. Advocate for the child if the evaluation process needs to be implemented.
8. Contact the school social worker and assist with uniforms and clothing. Supply parent rights, back packs, so that the student socially blends in with other students in their school.