

DISTRICT HOMELESS LIAISON
(Greenburgh #7)

GENERAL STATEMENT OF DUTIES: Coordinates provision of services for the students of the Greenburgh #7 School District; acts as liaison between homeless students, shelters, teaching staff, parents and community; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a high level administrator, an incumbent of this class is responsible for the implementation and coordination of a transitional program for all new students designed to familiarize them with school routines and expectations, provide support and information to parents and assure that all children are fully integrated within the school's educational programs. Provision of services is primarily geared toward the homeless student population but will encompass all of the student population of the district, as appropriate. Incumbent conducts a needs assessment for each new student upon registration to aid in the educational evaluation at the school sites for appropriate placement decisions. Supervision may be exercised over support staff.

EXAMPLES OF WORK: (Illustrative Only)

Identifies all categories of students at time of registration i.e. Westhab Temporary Shelter, Emergency Shelters, Doubled-up families and new residents to insure that educational services will be available immediately;

Conducts a needs assessment, i.e. grade level, school assignment, etc. for each new student to assure that appropriate placement decisions will be made;

Coordinates transitional program for new students designed to familiarize them with school routines and expectations;

Tracks daily attendance on student databases for all students; follows up on attendance issues with families, homeless shelter personnel, and other appropriate parties on a daily basis, as needed;

Facilitates transfer of educational, health and immunization records from prior schools through contact with school and state officials, as required;

Works with technical staff of Southern Westchester BOCES to implement and maintain an accurate database to record pertinent information;

Provides homeless students with school supplies and clothing when needed, acts as a support and advocate for them throughout their stay in the school district and assures that students are fully integrated within the educational programs;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Coordinates services between local shelter staff, Southern Westchester BOCES Homeless Student Program personnel, Department of Social Services and school district;

Works with the Instructional Support Team (IST) to evaluate the academic status of the homeless and other high risk students on a timely basis:

Arranges professional development training for school staff to foster sensitivity regarding issues of homelessness, confidentiality laws and policies and protective orders that are filed with the schools;

Encourages non-English speaking homeless parents and guardians to enroll in adult ESL courses; refers to community agencies, as appropriate;

Encourages involvement of homeless teens in outreach programs, mentoring programs, summer programs, etc;

Facilitates *Building Bridges between Parents and Teacher Program* at shelters and schools as improved attendance has a positive impact on educational levels;

Attends conferences, meetings and seminars to keep abreast of current laws and legislation relating to the homeless population and education;

May use computer applications such as spreadsheets, word processing, e-mail and database software in the performance of the job.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of counseling and guidance techniques; knowledge of Federal, State and Local laws, policies and procedures as they relate to the educational placement of homeless student population; familiarity with school district resources, services and community agencies; ability to use computer applications such as spreadsheets, word processing, e-mail, and database software; ability to communicate effectively both orally and in writing; ability to establish good working relationships with parents, teachers, school officials and students, ability to work a flexible schedule; self-motivated; reliable; resourceful; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a *Bachelor's Degree in Psychology, Social Work, Education, Behavioral Science or closely related field and one (1) year experience in counseling, education, community service or related field involving contact with students and/or the public; or (b) a *Bachelor's Degree and two (2) years of the specialized experience; or (c) A *Master's Degree in Psychology, Social Work, Education, Behavioral Sciences or closely related field; or (d) a satisfactory equivalent combination of the required training and experience.

SPECIAL REQUIREMENT: Possession of a license to operate a motor vehicle in New York State.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.