Hickman County Schools

Job Description: Homeless Liaison

Reports To: Federal Programs Director

Job Function: The District Homeless Education Liaison is responsible for assuring that homeless/highly mobile children are fully integrated into the mainstream school setting and offered appropriate educational support as authorized under the McKinney-Vento Act for Homeless Education. The Homeless Liaison shall coordinate and collaborate with the state coordinator, community, and school personnel responsible for the provision of education and related services to homeless students.

**ESSENTIAL FUNCTIONS**

* Ensure that homeless children and youth are appropriately identified and train staff in this identification process.
* Uses knowledge and understanding of the needs of students, families, school staff and community partners to enhance students’ full participation and success in school.
* Disseminates information in educational rights of homeless students to schools, shelters, and other public places and helps maintain awareness of resources that enhance services to homeless students and families.
* Keep a database of all homeless children in the district
* Enroll homeless students in school
* Help obtain school records, birth certificates and immunization record as needed
* Collaborate with Nutrition Services for homeless students to have free lunch and breakfast
* Ensure that homeless families, children and youth receive educational services for which they are eligible, including Head Start and preschool programs
* Refer families as needed to health, mental health, and dental services
* Mediate enrollment disputes
* Inform homeless families of transportation services, including going to the school of origin
* Collaborate with District Transportation Services to provide busing
* Assist unaccompanied youth related to placement/enrollment decisions
* Ensure that unaccompanied youth are immediately enrolled in school pending resolution of disputes
* Provide school supplies such as backpacks, notebooks, pencils, pens, etc.
* Help resolve class issues for students
* Assist teachers with discipline problems
* Collaborate with the Help Center in the district
* Assure Hickman County School District’s compliance with McKinney-Vento law
* Fulfills district, state and national reporting requirements
* Other duties as assigned