

McKinney-Vento Liaison: Position Responsibilities

Position Title: CCTI's McKinney-Vento Liaison

Department: Special Populations

Reports To: CTE Director

SUMMARY: The Homeless 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/regional coordinator, community and school personnel responsible for the provision of education and related services to homeless students. The McKinney-Vento Liaison is the LEA resource for district administrators, guidance counselors, teachers and support staff regarding students experiencing homelessness as defined by the McKinney-Vento federal legislation.

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, ensuring identification and eligibility are school district priorities.
2. Understand and have knowledge of the McKinney-Vento Act. Assist in immediate enrollment and provisions involving transportation of eligible students.
3. Coordinate with supporting sending district representatives, social workers and school staff in the district to assist homeless students with obtaining documents necessary to enter school.
4. Coordinate with counselor(s) and school staff to assist with services and supplies that benefits children, youth and families.
5. Monitor academic performance, 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 Spec Ed –assist with IEP's and with parent/guardian questions. Advocate for the child if the evaluation process needs to be implemented.
8. Assist with uniforms and clothing.
9. Supply parent rights, back packs, so that student socially blends in with other students in their school.
10. Recommend student organizations/clubs and after school extra help programs.
11. Assist parents with resources/information and referrals for food, clothing, and shelter.
12. Network with community agencies to provide appropriate referrals to agencies, organizations, housing and health care.
13. Ensure that families are notified of available pre-school programs for which they have eligible children.
14. Ensure that public notice of the educational rights of students experiencing homelessness is displayed in the school building.
15. Assist families with resources and services to overcome homelessness.
16. Advocate and expedite services for our homeless population.
17. Provide the shelters with educational resources and information regarding school district resources.
18. Utilize crisis intervention and trauma informed skills, case management and community resources knowledge to support the family to move toward greater family stabilization for better school performance when possible.
19. Provide appropriate referrals to County Children and Youth Services as designated by law and school board policy.
20. Maintain documentation on all services provided to children and youth.
21. Provide training and support to all school district staff.
22. Coordinate and collaborate with all LEA departments, including Title I, transportation, food service, etc. to ensure all appropriate services are provided.
23. Participate in State and Regional trainings and meetings, coordinate with ECYEH coordinators.
24. Ensures the complete and accurate collection and submission of data to the ECYEH system.
25. Ensure that all students in homeless situations enroll in and have full and equal opportunity to succeed in school and participate in all activities.