

**CLASS SPECIFICATIONS FOR THE
PROGRAM COORDINATOR, HOMELESS**

DEFINITION

Under the general direction of the Director, Integrated Services, the Program Coordinator, Homeless, plans, organizes and implements homeless student services and public relations programs to expand enrollment and improve attendance; assists in the development and administration of policies and procedures related to homeless enrollment, staff development, and related educational services; and assists in preparing proposals and applications for federal, state, local and private agency funding of the homeless program and services.

QUALIFICATIONS

Credential: Possession of an administrative services credential or credentials of equivalent authorization, issued by the California Commission for Teacher Preparation and Licensing, is required.

and

Education: A bachelor's degree from an approved institution is required. Advanced degrees preferred.

and

Experience: A minimum of five years of certificated experience in public or private school is required. Preference will be given to persons with proven ability in planning, organizing and implementing homeless student services and public relations programs.

TYPICAL DUTIES AND RESPONSIBILITIES

- ___ 1. Recruits homeless students actively for school enrollment using mailings, mass media, community organization meetings, bilingual materials, newspaper advertisements and community service fairs.
- ___ 2. Maintains district-wide homeless student count and student assignment/placement rosters.
- ___ 3. Monitors student eligibility for, and placement in, appropriate educational programs and services.
- ___ 4. Assists in the development and administration of policies and procedures relating to homeless enrollment, staff development and related educational services.
- ___ 5. Assists in the development of policies and procedures for the enrollment and processing of homeless student registration.
- ___ 6. Works with district level and school site administrators and resource personnel in developing and implementing homeless education components of Schoolwide Program Plans.
- ___ 7. Conducts or attends periodic meetings with district and school support staff relative to homeless education/at-risk student issues and concerns.
- ___ 8. Provides assistance to district personnel in meeting the educational, social and personal needs of homeless and at-risk students and their parents.

PROGRAM COORDINATOR, HOMELESS

TYPICAL DUTIES AND RESPONSIBILITIES (Continued)

- ___ 9. Maintains cooperative working relationships with other administrative offices in planning appropriate phases for the development and implementation of homeless student recruitment and public relations programs.
- ___ 10. Prepares, or assists in preparing, proposals and applications for federal, state, local and private agency funding of the homeless education program.
- ___ 11. Acts as a public relations resource person for the homeless education program.
- ___ 12. Develops promotional materials including brochures, press releases and bulletins to describe district homeless education programs and services.
- ___ 13. Prepares presentations and writes articles which provide information on the homeless education program.
- ___ 14. Serves in a liaison capacity between the district and the community; interprets district goals and needs for achieving equal educational opportunity for children of homeless parents.
- ___ 15. Serves on various community and district committees or organizations in an advisory or decision-making capacity on matters relevant to homeless concerns; assists in establishing lay and professional committees for the study of homeless education problems and their solutions.
- ___ 16. Works with the community (business, industry, service organizations, etc.) in supporting the homeless education program.
- ___ 17. Visits and counsels with homeless parents relative to problem situations affecting the educational and social welfare of their children.
- ___ 18. Monitors and reports progress/changes in homeless education program.
- ___ 19. Performs other duties as assigned.

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