



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Director of Students in Transition
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	2585
<b>Reports to:</b>	Executive Director of Student Support Services
<b>Shift Length:</b>	8 Hours a Day
<b>Union Eligibility:</b>	Not Eligible
<b>Starting Salary:</b>	\$140,000

**Position Summary:**

Employee works under the general direction of the Executive Director of Student Support Services and within the Department of Student Support Services. The primary responsibility of the Director of Students In Transition in the St. Louis Public Schools is to assess homeless and foster care students and families and provide services and support for family educational needs and develop intervention strategies that utilize existing student support services and resources available in the schools and local community to assure student success, under the auspices of the McKinney- Vento Homeless Assistance Act. Position is on the Certificated Salary Schedule.

**Essential Functions:**

- Provide case management functions for homeless and foster care students and families to ensure appropriate educational services are provided
- Provide information and referral services to appropriate educational and community resources
- Work collaboratively with area homeless shelters, transitional housing units, and community agencies to identify and assist displaced youth (and unaccompanied minors)
- Works closely with the Student Support Services Team at the St. Louis Public School where homeless students, foster care students, and unaccompanied minors are enrolled to ensure coordination of services to ensure academic success
- Work closely with Family Resource/Youth Service Centers, Title 1 support staff, English Language Learner (ELL) staff, and other school-based staff to identify and assist targeted students
- Facilitate student transition and provide support to students entering into new educational settings
- Work to reduce barriers so homeless students, foster care students, and unaccompanied minors have access to summer school and extra-curricular activities
- Make visits to homeless shelters, transitional housing units, and temporary housing sites as necessary to support homeless students, foster care students, unaccompanied minors and program objectives
- Ensure public notice of the educational rights of students in homeless, foster care, and unaccompanied minor situations is disseminated where children, youth and families receive services
- Mediate enrollment disputes in accordance with the Enrollment Disputes Section of the McKinney-Vento Homeless Assistance Act
- Ensure information on all transportation services, including the school or origin, and access to transportation services are fully explained to parents/guardians
- Coordinates transportation with neighboring districts and organizations to ensure transportation services for the district's homeless, foster care, and unaccompanied youth residing outside of the district in accordance with the McKinney- Vento Homeless Assistance Act
- Contribute to staff development on subjects such as, McKinney- Vento Homeless Assistance Act, barriers to attendance, identifying homeless student service needs, and strategies for working with homeless, foster care, and unaccompanied minor students
- Work collaboratively with the Director of Development, Manager of Social Work Services and the Executive Director of Student Support Services to actively pursue grant resources to support



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and supplement program services for homeless students

- Coordinate, Participate, and/or Facilitate BID (Best Interest Determination) Meetings to ensure the placement(s) in the best interest of the homeless, foster care, and/or unaccompanied minor students
- Plan, Coordinate, Facilitate and/or Execute/Implement programs that support homeless, foster care, and/or unaccompanied minor students
- Coordinate with State Homeless Coordinators, other school district Homeless Coordinators, and community and school personnel responsible for the provision of education and related services to children and youth in homeless situations
- Submit reports as requested by the State of Missouri, District, and Executive Director of Student Support Services
- Attends workshops, trainings/in-services, and staff meetings scheduled in support of homeless, foster care, and/or unaccompanied minor students
- Performs all other duties as assigned by the State of Missouri, District, and Superintendent, Chief of Schools and/or Executive Director of Student Support Services
- **Knowledge, Skills, and Abilities:**
- Ability to effectively communicate with students, parents, school staff and entities in support of homeless, foster care, and/or unaccompanied minor students
- Ability to communicate with students living at-risk and/or homeless situations and their parents/guardians
- Ability to work with people from diverse cultural and economic backgrounds
- Ability to make home visits independently
- Knowledge of the individual needs of highly mobile homeless children and their families
- Good interviewing and clarification skills
- Ability to conduct training/staff development and community education regarding homelessness
- Ability to work effectively as a member of a multi-disciplinary team
- Proven ability to coordinate services and complete reports in a timely manner
- Competent in time management with attention to priority setting for goals and objectives
- Working knowledge of Social Work theory and processes
- Knowledge of how to access community/mental health resources
- Familiarity with programs servicing homeless, foster care, and/or unaccompanied minor students, families and children

**Experience:**

- Experience in community service (preferred)
- Minimum of 3 years in student affairs.
- Minimum of 3 years in Leadership Management.

**Education:**

- Master's Degree in, Social Work, Counseling, Elementary or Secondary Education or Related Field

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 25 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree



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**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment, with expected travel to external environments that support homeless, foster care, and/or unaccompanied minor students
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

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Employee

Date

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Immediate Supervisor

Date

