



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

Position Title:	Homeless Resource Support Specialist
Payroll/Personnel Type:	11 Month
Job #:	7035
Reports to:	Students-in-Transition Director
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

St. Louis Public Schools is seeking a Homeless Resource Specialist who reports directly to the Students-In-Transition Director. The Homeless Resource Specialist will be responsible for providing educational support to twenty assigned SLPS schools as outlined in the McKinney-Vento Homeless Assistance Act reauthorized in 2015 by the Every Student Succeeds Act, conducting site visits to various shelters, and/or to students residing in neighboring shelters, foster care, residential facilities and/or transient.

Essential Functions:

- Serve as liaison between SLPS SIT program and neighboring schools, SLPS
- schools and shelters with a high number of students in transition.
- Under the supervision of the Students-In-Transition Director, supervise the
- recruitment of tutors for homeless or highly mobile students with deficiencies in
- core subject areas for possible remediation.
- Conduct site visits.
- Collaborate with tutorial staff, SLPS teachers, and/or administrators to identify
- potential homeless candidates for possible remediation.
- Conducts in-services and/or training as it relates to the McKinney-Vento
- Homeless Assistance Act Reauthorized 2015
- Uphold confidentiality of parents and students in transition.
- Facilitate ensuring that homeless students are immediately enrolled.
- Resolve enrollment disputes.
- Maintain accurate records of all tutorial students and submit monthly reports on a
- timely basis.
- Annually create, input data, maintain, and monitor Excel Spreadsheets for
- transportation, intakes, and/or student data.
- Provide monthly reports and participate/lead at least one monthly staff meeting(s).
- Write and submit an end-of-year report with program evaluation and statistical
- data.
- Conduct intakes via walk-ins, telephone calls, emails, and/or faxed requests from
- SLPS staff, shelters, community agencies, and surrounding districts.
- Process and interpret data.
- Basic computer skills
- Familiarity with Windows Access Database
- Facilitate in resolving staff, student, and parental concerns.
- Perform other duties as identified by the Students-In-Transition Director.

Knowledge, Skills, and Abilities:

- Expertise in SAP budget funds, functions, and commitment items.



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CAREER OPPORTUNITY

- Knowledge of modern office, methods, and procedures.
- Ability to make arithmetical calculations rapidly and accurately.
- Ability to use computer and SAP applications, including spreadsheets and word processing software.
- Ability to establish and maintain effective working relationships with personnel contacted in the course of work.

Experience:

- 2 years of experience in working with students in transition with housing and a passion for the homeless population (required)

Education:

- High School Diploma (required) AND
- 5+ years of work experience in the district

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 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

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information 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:

_____ Employee	_____ Date	_____ Immediate Supervisor	_____ Date
_____ Human Resources		_____ Date	



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CAREER OPPORTUNITY

In connection with hiring for this position, the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.