



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

<i>Position Title:</i>	Homeless Resource Support Specialist
<i>Payroll/Personnel Type:</i>	12 Month Employee
<i>Reports to:</i>	Students in Transition Coordinator

Position Summary:

St. Louis Public Schools is seeking a Homeless Resource Support Specialist that reports directly to the Students In Transition Coordinator. The Homeless Resource Support Specialist will be responsible for planning and implementing tutorial and support service to students-in-transition attending SLPS schools and residing in surrounding shelters.

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 Coordinator, 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 trainings as it relates to the McKinney-Vento Act,
- Uphold confidentiality of parents and students in transition
- Facilitate in ensuring that homeless students are immediately enrolled
- Maintain accurate records of all tutorial students and submit monthly reports on a timely basis
- Write and submit end-of-year report with program evaluation and statistical data
- Conduct intakes via walk-ins, telephone call and/or faxed request from SLPS staff, shelters and surrounding districts
- Process and interpret data
- Basic computer skills
- Familiarity with Windows Access Database
- Facilitate in resolving student and parental concerns
- Implement and evaluate grant project and monitor activities
- Assist with the distribution of supplies
- Develop and maintain spreadsheets for transportation invoices
- Establish transportation for SLPS students and surrounding districts
- Reconcile transportation invoices for SLPS students and surrounding districts
- Consult with families and link with appropriate resources
- Work closely with Coordinator of Students-In-Transition
- Perform other duties as identified by the Students-In-Transition Coordinator

Education and Experience:

- 5 years of experience in working with students in transition with housing in an educational setting.



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Knowledge, Skills, and Abilities:

- Knowledge of the McKinney-Vento and No Child Left Behind' Act
- Knowledge of School Law
- Expertise in SAP budget funds, functions, and commitment items.
- Knowledge of modern office, methods and procedures.
- Ability to make arithmetical calculations rapidly and accurately.
- Ability to use computer and SAP application, including spreadsheets and word processing software.
- Ability to establish and maintain effective working relationships with personnel contacted in the course of work.

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 signification 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 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:

Employee	Date	Immediate Supervisor	Date
Human Resources	Date		

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.