



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

<i>Position Title:</i>	Students In Transition Coordinator
<i>Payroll/Personnel Type:</i>	12 Month Position on the Certificated Salary Schedule
<i>Reports to:</i>	Director of Student Services

Position Summary:

Employee works under the general direction of the Manager of Social Work Services and within the Department of Student Support Services. The primary responsibility of the Students In Transition Coordinator in the St. Louis Public Schools is to assess homeless 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.

Essential Functions:

- Provide case management functions for homeless students and families to ensure appropriate educational services.
- 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.
- Works closely with the Student Support Services Team at the St. Louis Public School where homeless students 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 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 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 program objectives.
- Ensure public notice of the educational rights of students in homeless situations is disseminated where children and youth 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.
- Contribute to staff development on subjects such as barriers to attendance, identifying homeless student service needs, and strategies for working with homeless students.
- Work collaboratively with the Manager of Social Work Services and the Executive Director of Student Support Services to actively pursue grant resources to support and supplement program services for homeless 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.



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CAREER OPPORTUNITY

- Submit reports as requested by the Manager of Social Work Services and Executive Director of Student Support Services.
- Attends workshops, in-services, and staff meetings scheduled by the Office of Social Work Services.
- Performs all other duties as assigned by the Manager of Social Work Services.

Education and Experience:

- Degree in Elementary or Secondary Education
- Experience preferred in community service

Knowledge, Skills, and Abilities:

- Ability to effectively communicate with students, parents, and school staff.
- Ability to communicate with students living in at-risk and/or homeless situations and their parents/guardians.
- Ability to work with persons 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 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 families and children.

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



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CAREER OPPORTUNITY

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.