

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Title I Coordinator/Liaison for Homeless and Foster Children
Department:	Office of the Assistant Superintendent
Reports to:	Assistant Superintendent
Supervises:	n/a
Description of job:	
Title I director; District Homeless Children and Youth Liaison; Foster Children Liaison Ensures compliance with federal regulations and promotes effective programs to support the diverse students across the district.	
Duties and Responsibilities:	
Title I Coordinator	
• Oversee the budget for Title I, Part A and long-range financial planning • Complete the required Title I application and amendments as necessary under the Consolidated Resource Plan • Identify and submit purchase orders for materials, teaching supplies, and equipment needed • Coordinate with the Assistant Superintendent and the staff of the participating schools to determine curriculum and instructional needs • Coordinate with the Office of Family Learning to integrate programming and funding sources and provide assistance in writing the COZ grant • Monitor the effectiveness of the programming, including visits to the school • Ensure implementation of parent involvement programs for Title I • Serve as the district representative at state meetings; remain current on Title I laws and guidance requirements • Work with the Assistant Superintendent to post and hire Title I staff • Managing after-school and summer programs and activities • Oversight and delivery of before-school and after-school programming at QES • Coordination with existing district, community and OFL programs, partners and activities • Schedule and assist with the delivery of family trainings and events • Coordinate programs/events with all OFL staff, school-based staff and administrators • Develop and nurture community partnerships with parents, businesses, service providers and other community stakeholders • Provide direct supervisory oversight of all OFL programs and staff • Ensure that timely program reports, evaluations and fiscal management targets are met • Seek, secure and manage all grant applications related to current/future COZ/OFL partnerships and programming • Work collaboratively with district administration and leadership to ensure that the OFL is an active partner in district-wide planning, funding applications and strategies • Partner with private schools as appropriate • Communicate with district and school staff and parents to facilitate the program	
District Homeless Children and Youth Liaison	
• Serve as the district contact for homeless for the NK school district • Respond in an effective and timely manner to all requests for homeless assistance from schools, service agencies and families • Ensure that all homeless students are identified and enrolled in/transported to their new school or school of record • Ensure homeless students have immediate access to education by assisting to expedite records and provide services to support homeless children and their families, inclusive of unaccompanied youth • Design and carry out programs and services that supplement the educational/academic needs of homeless students in an integrated environment • Ensure all homeless students have access to FAPE under the McKinney-Vento Homeless Education Act • Complete the McKinney-Vento grant; provide fiscal/programmatic oversight of McKinney-Vento funding	

North Kingstown School Department

- Assist parents in the registration of homeless students and ensure they receive information regarding the free meal program
- Represent the district at local and state meetings regarding homelessness

Foster Children Liaison

- Serve as the district Point of Contact for Foster Care students as defined by Title I
- Ensure that children in foster care are enrolled in and regularly attending school
- Respond in an effective and timely manner to all requests for assistance from schools and child welfare agencies to ensure the educational stability of the foster child
- Facilitate the transfer of records and the coordination of transportation to ensure immediate enrollment
- Facilitate data sharing with the child welfare agencies, consistent with FERPA and other privacy protocols

Protective Personal Equipment: n/a

Classification: **Sedentary:** **Light:** **Medium:** **Heavy:** **Very Heavy:**

Classification Key:

Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;

Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;

Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;

Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;

Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.

Driving Requirements: **None:** **Manual:** **Automatic:**

Work Environment

Floor Surface: Tile, wood and/or carpet

Inside: up to 100% **Outside:** up to 5%

Lighting: Incandescent or Florescent

Vibration: n/a

PHYSICAL DEMANDS

LIFTING

Maximum weight lifted: up to 10 pounds occasionally

WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.			X			
20 – 35 lbs.		X				
35 – 50 lbs.	X					

CARRYING

Maximum weight carried: up to 10 lbs.

WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.			X			
20 – 35 lbs.		X				
35 – 50 lbs.	X					

PUSHING/PULLING

Maximum push/pull: N/A

WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				

North Kingstown School Department

100 + lbs.	X					
------------	---	--	--	--	--	--

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			X		
Standing			X		
Walking			X		
Bending			X		
Twisting		X			
Crawling	X				
Kneeling		X			
Squatting		X			
Climbing	X				
Reaching – Vertical					
Reaching – Horizontal					
Grasping					
Pinching					
Manual Dexterity					
Fine Dexterity					

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's Degree in Education, Social Work or Human Services; Master's Degree preferred. Minimum of 3 years' experience with program development, funds procurement, strategic planning, grant writing, program evaluation and supervision, and school-home partnership development. Grant writing and management skills, demonstrated leadership skills and the ability to make independent decisions.

Experience working in programs that serve at-risk students

License/Certificate/Certification:

n/a

North Kingstown School Department

Technological and/or Technical Skills:

Technological proficiency in Microsoft Office and Google Platforms

Communication Skills:

Capability of responding simultaneously to a variety of requests from internal colleagues, of maintaining sensitivity to needs of parents, students and community members, and of ensuring overall satisfaction as a primary objective. Strong communication skills (spoken and written), including excellent phone courtesy.

Planning Skills:

Ability to prioritize needs and respond to requests in an organized manner. Self-directed learner.

Interpersonal and Problem solving skills:

Ability to interface with parents, students and members of the public in a helpful, efficient and professional manner; ability to effectively handle public complaints and issues using an effective problem-solving approach. Ability to maintain complete confidentiality on all school, administrative, family and student issues.

Terms of Employment:

Year to year depending on funding

Evaluation:

Date: 3/2024