

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** Title X: Homeless Liaison

**Department:** Instruction

**Grade** H  
**H.P.D.** 7.5  
**D.P.Y.** 206

**Job Description**

**Date Reviewed:** July 2021

**Reports To:** Director of Middle Schools

**Purpose of Job**

Provide support to homeless students and ensure the delivery of mandated services to facilitate the students' attendance and access to appropriate education. Position assesses students and families; interprets laws relating to homeless students (McKinney-Vento Act); works as a team member to develop intervention strategies; monitors student progress; and makes referrals. This position will also act as a resource to school staff and conducts related training.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Interprets laws relating to homeless students (McKinney-Vento Act I) and ensures the delivery of mandated services.

Access students identified as homeless and makes visits to living areas/shelters to assess the family environment

Collaborates with school staff to develop interventions for student identified as homeless and develops individualized service plans.

Monitors student/family progress and status; and makes referrals to other professional staff members or community agencies as needed.

Serves as a liaison between schools and such agencies/facilities as homeless shelters and social services to coordinate assistance for homeless students.

Provides families with information related to the needs of their child and acts as a resource to parents/guardians by providing family support activities and communicating available services.

Acts as a resource to school-based administrators, guidance counselors, teachers and health services personnel regarding homeless students, interpretation of homeless/school attendance policies and laws, and record-keeping requirements.

Conducts training for school staff on school laws as it relates to the homeless student population; and recommends strategies for supporting the needs of these students

Maintains necessary records ensuring confidentiality of students and their families and prepares related reports.

Models nondiscriminatory practices in all activities.

**Additional Job Functions**

Performs other duties as required.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**Minimum Training and Experience Required to Perform Essential Job Functions:**

Associates Degree in social work, counseling education or related field preferred Experience providing services for school aged children and families (Any equivalent combination of education and experience that would provide the noted knowledge, skills and abilities)

**KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the School System as they pertain to the performance of duties relating to the job of Title X Homeless Liaison. Has general knowledge of and understanding of school law as it relates to homeless students; intervention strategies; and referral sources, excellent assessment, interpersonal, and communication skills and the ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, human relations and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS****PHYSICAL REQUIREMENTS:**

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:**

Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**INTERPERSONAL COMMUNICATION:**

Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to coworkers and assistants.

**LANGUAGE ABILITY:**

Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to the job of Title X Homeless Liaison. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:**

Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Title X Homeless Liaison.

**VERBAL APTITUDE:**

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:**

Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:**

Requires the ability to inspect items for proper length, width and shape visually.

**MOTOR COORDINATION:**

Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

**MANUAL DEXTERITY:**

Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

**COLOR DISCRIMINATION:**

Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:**

Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency

**PHYSICAL COMMUNICATION:**

Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

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**Employee's Munis Number**

\_\_\_\_\_  
**Date**

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**Date**