

Job Title: Support Services Coordinator for At-Risk Students
Department: Elementary Education
Reports To: Student Services Director
FLSA Status: Exempt
Salary Schedule: AA lane 1



SUMMARY

The Support Services for At-Risk Students Coordinator is responsible for ensuring that required and allowable educational supports as authorized under Title VII-B of the McKinney-Vento Act and Every Student Succeeds Act (ESSA) are available and implemented.

The Coordinator collaborates with district and school staff in ensuring that qualifying students have equal access to the same free appropriate public education as other students. This involves reducing risk factors and barriers due to homelessness, mobility, poverty, limited English Proficiency, and/or chronic absenteeism for students who are at-risk of academic failure.

The Coordinator is the vehicle for facilitating the identification, enrollment, attendance and success in school of homeless children and youth through existing programs and those exclusively permitted through the McKinney-Vento Act.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

Coordinates regularly with school counselors to ensure “at risk” preschool through high school students are being identified and that needed interventions and resources are being provided. Coordinates and provides services to homeless children in Title I and non-Title I schools.

Works closely with the WCSD Elementary Executive Director and Business Department to meet the requirements and criterion of the three-year application process for funding; as well as reserving funds necessary for salary costs of staff and professional development as required per Title VII-B of the Every Student Succeeds Act (ESSA).

Collaborates with a variety of community agencies who provide services to homeless children and youth, including child welfare agencies to ensure the educational stability of children awaiting and/or in foster care; Division of Child and Family Services (DCFS); programs funded under the Runaway and Homeless Youth Act; food banks, public housing agencies, and prevention programs including domestic violence, mental health, and/or substance abuse programs.

Coordinates within WCSD the distribution of the Deseret Industries Voucher Program, KSL Shoes for Kids Program, school wide backpack programs, local Coins for Kids Christmas program and other programs serving at-risk children.

Coordinates and acts as Liaison for the McKinney-Vento Grant for Homeless Students and Title I homeless funds including developing a process for the distribution and accounting of funds and/or interventions for the aforementioned resources, programs and/or services. Attends meetings and communicates regularly with Utah State Office of Education (SEA) and works within federal and state guidance for all program funding and services.

Reviews and revises WCSD policies and practices to ensure that students are not segregated and/or stigmatized on the basis of their homeless status. Fulfills WCSD, state, and federal reporting requirements.

Develops processes in conjunction with WCSD enrollment procedures, to identify students who, on a case-by-case basis, are eligible for services under McKinney Vento and/or At-Risk programs, including those who may be eligible regardless of citizenship, immigration, refugee or evacuee status. Process must include a referral procedure for school staff.

Conducts Child Find, including public notification in places frequented by parents/guardians and unaccompanied youths regarding the educational rights of homeless students not enrolled or attending school. Notification must include contact information.

Provides professional development for parents/guardians, educators, counselors, and other relevant staff responsible for students from preschool to high school regarding a heightened awareness, the rights of students who are homeless/at-risk, and available resources which may include:

- 1) Assistance including the payment of fees/costs of tracking, obtaining, and transferring records necessary for enrollment, including birth certificates, immunization records, guardianship records.
- 2) The provision of tutoring, supplemental instruction, and academic enrichment services.
- 3) The provision of expedited evaluations of the strengths and needs of homeless students, including the needs and eligibility for programs for the gifted and talented, students with disabilities, students with limited English proficiency, early intervention programs, vocational and technical programs, school nutrition programs and transportation.
- 4) The provision of referral services to qualifying students for medical, dental, mental, and/or other health services.
- 5) The provision of before and after school and summer programs.
- 6) The provision of school supplies, including those supplies to be distributed to shelters or temporary housing facilities, or other appropriate locations.
- 7) Others as allowable under additional funding sources.

SUPERVISORY RESPONSIBILITIES

This position assigns tasks of various personnel who may be needed to complete job assignments.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty 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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.

Must have current knowledge of relevant Federal Regulation, State Administrative Rule, and District Policy through such resources as the The United States Department of Education, Title VII, Part B: McKinney-Vento Homeless Education Act, including Dear Colleague Letters, The Every Student Succeeds Act (ESSA), Education for Homeless Children and Youth (ECHY), National Center for Homeless Education (NCHE); The State Educational Agency (SEA)/Utah State Board of Education (USBE), including R277-708 Enhancement for At-Risk Students; The SEA and Local Educational Agency (LEA) Prevention and Student Services Programs, and Washington County School District Policies.

Must have working knowledge of allowable costs under McKinney Vento; those under At-Risk funds; and those allowable under Title I “set aside” funds under ESSA, and be able to provide information, training, tracking/accounting of those as assigned.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

A minimum of a Bachelor's Degree in education, social work, psychology or counseling and at least two years related experience and/or training is required. Master's Degree preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have an active professional level Utah Teaching License in one of the following areas:

- School Counselor
- Social Worker
- School Psychologist
- Elementary or Secondary Education

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear, use fingers and hands to handle, and reach with hands and arms. The employee is frequently required to stand, walk, or sit. The employee is occasionally required to stoop, kneel, crouch, or

crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: Elementary Education Dept			Date: 02/15/2014
Approved By: Executive Director, Human Resources			Date: 02/24/2014
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Student Services Director	Date: 02/15/2023
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	