

**Job Title:** Support Services Program Technician  
**Department:** Student Services  
**Reports To:** Support Services Coordinator for At-Risk Students  
**FLSA Status:** Non-Exempt  
**Salary Schedule:** SC lane 09



## **SUMMARY**

Under the direction of the Support Services Coordinator for At-Risk and Homeless students, the Support Services Program Technician performs a wide variety of complex and confidential tasks. The technician responsibilities include, but are not limited to, assisting the Hurricane Valley schools with the identification, enrollment and support of students experiencing homelessness, including Water Canyon schools; initiating contact and interactions with students, parents, school administrators, teachers, counselors, community agencies and various community members in overcoming obstacles for these students and their families; facilitating meetings between school officials, city & faith leaders, government agencies and community members. The technician will exercise considerable independence and judgment in making decisions and performing the tasks necessary to support the basic needs of students in families experiencing homelessness as well as those living in highly vulnerable family life situations. The technician will work collaboratively with WCSD student and support services, counseling and Social Emotional Learning Coordinators to provide support, training, and resources for at-risk and homeless students.

***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.***

Assists school registrars, counselors and other staff members with the identification, enrollment, and support of students who qualify as homeless under the McKinney-Vento Homeless Education and Assistance Law. Leads efforts to organize and coordinate support services for them.

Collects, maintains, and files McKinney-Vento documents from schools.

Uses PowerSchool to input homeless student information and generate reports.

Coordinates with the WCSD Child Nutrition & Transportation Departments in providing free lunch and transportation services to the McKinney-Vento students as needed.

Leads efforts to organize and coordinate community social & support services that address the basic needs of the students identified under the McKinney-Vento Homeless Education Law.

Provides various vouchers and gift cards to families in need and who qualify for (i.e. clothing, medical, dental, vision, and transportation).

Provides in-service training for school faculty and staff members on the McKinney-Vento Homeless Education Law, and presents to local business and service organizations on how they can help support our vulnerable students.

Maintains a family log of student and family information including a record of the goods and services provided to the family each school year. Designs, organizes, and maintains various database and spreadsheet files that can help document what is being done to help and show the needs for the future.

Recruits, accepts, organizes, and distributes the various donations (backpacks & school supplies, food boxes, hygiene items, household supplies, coats, etc.) from the community to students and parents as needed.

Develops trusting relationships with parents quickly while doing visits to hotels, campsites, homes, etc. when necessary to evaluate and address student and family basic needs and decide which agency, group or individuals to refer the parents to for help.

Establishes a strong working relationship with a variety of state, county, city, and community resource providers that support and assist our displaced families, including Switchpoint Community Resource Center, the DOVE Center, Youth Futures, Five County Association of Governments, the Department of Workforce Services, Southwest Behavioral Health Center, Southwest Utah Public Health Department, Family Healthcare, and school/district personnel, as well as parents/ guardians and caretakers.

Serves as a member of and attends periodic McKinney-Vento team meetings at each of the seven schools in the Hurricane Valley as well as the two schools in Hildale.

Studies and keeps current on the McKinney-Vento Law (State, Federal, & District), and any updates or changes that take place.

Attends meetings as needed with parents, students, school personnel to address academic concerns as they relate to student attendance, mental & social well being and basic needs.

Solicits the Hurricane Valley community and business leaders in the creation and continuance of a working coalition to provide a network of social services for at-risk and homeless families.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**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 be self-motivated and able to follow through on varying assignments. Must be detail oriented and accurate in data collection and record keeping.

Must possess good human relation skills to work effectively with school administrators, teachers, and parents in a pleasant manner.

Must have proficient computer skills and experience in various computer applications to prepare documents & spreadsheets and enter data correctly (i.e. Microsoft Office and Google software programs).

Must have knowledge of or a willingness to learn about the McKinney-Vento Homeless Education Assistance Act and the Family Education Rights and Privacy Act (FERPA).

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

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**

Six months to one year related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS**

This position does not require any certificates or licenses.

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 use fingers and hands to handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, 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.

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Prepared By: <b>Support Services Coordinator for At-Risk Students</b>	Date: <b>08/22/2022</b>
Approved By: <b>Assistant Director, Human Resources</b>	Date: <b>09/20/2022</b>

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**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:	