

FLSA: NON-EXEMPT

PROGRAM ASSISTANT - MCKINNEY VENTO

DEFINITION: The role of the Program Assistant is to ensure educational stability for students experiencing homelessness. The Program Assistant serves as one of the primary contacts between homeless families and school staff, district personnel, shelter workers, CPS workers, and other service providers.

REPORTS TO: Director of Federal Programs

ESSENTIAL FUNCTIONS:

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class).

TASKS:

The Program Assistant must ensure that:

- Homeless children and youth are identified by school personnel and through coordination activities with other entities and agencies;
- homeless children and youth enroll in, and have full and equal opportunity to succeed in, schools of the local educational agency;
- homeless families, children, and youth receive educational services for which such families, children, and youth are eligible, including Head Start and Even Start programs and preschool programs administered by the local educational agency, and referrals to health care services, dental services, mental health services, and other appropriate services;
- the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services such as schools, family shelters, and soup kitchens;
- enrollment disputes are mediated in accordance with the law
- the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to and from the school of origin or school within the boundary of where they are temporarily staying;
- appropriate transportation services are set up at the request of the parent, guardian, or unaccompanied youth;
- there is collaboration with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youth;

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Knowledge of the McKinney-Vento Homeless Assistance Act.
- Knowledge of grant management.
- Knowledge of local community resources.
- Knowledge of budgeting and accounting principles.
- Knowledge of program coordination.
- Knowledge of supervisory practices and principles.
- Strong communication skills, as can be demonstrated through public speaking and written skills
- Strong interpersonal skills as demonstrated by the ability to work with individuals at all levels and backgrounds.

PHYSICAL REQUIREMENTS: Work is performed in an indoor environment. Work requires frequent sitting, standing, bending, repetitive motion, vision to monitor and lifting up to 15 pounds.

QUALIFICATIONS:

High school diploma High School Diploma or equivalent, and one (1) year clerical experience. Additional certifications may also be required as specified by the District

Experience in working with families and youth

Program coordination experience

Experience in facilitating groups

Experience in providing training

Collaboration with community agencies

Grant management experience