

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Student Assistance / Homeless Liaison  
**Department:** Student Services Department  
**Reports to:** Director of Student Services  
**Prepared Date:** May 2021

**SUMMARY OF RESPONSIBILITIES**

Coordinate, implement and document services for Homeless Youth and Families.

**DUTIES AND RESPONSIBILITIES**

- Serve at the federally mandated McKinney-Vento Act Local Educational Agency (LEA) point of contact.
- Monitor district McKinney-Vento process to ensure compliance with state and federal regulations.
- Work collaboratively with district departments to develop and maintain policies and procedures for children and youth experiencing homelessness that are compliant with Minnesota Department of Education requirements and the federal McKinney-Vento Act
- Manage Homeless Education Leads in each district school/program.
- Determine eligibility of students experiencing homelessness under the McKinney-Vento Act.
- Provide dispute resolution procedures to families and unaccompanied youth and work to resolve disputes with other districts.
- Develop and facilitate professional development opportunities for district staff regarding issues impacting children, youth, and families experiencing homelessness.
- Maintain and revise data collection procedures and processes to ensure accurate collection of data on students experiencing homelessness.
- Support identification of children and youth experiencing homelessness through outreach and coordination activities with other entities and agencies.
- Manage requests for services from children, youth, and families experiencing homelessness.
- Manage funds available to children, youth, and families experiencing homelessness, including McKinney-Vento subgrant funds and Title I Part A.
- Review and manage Anoka County Children & Family Council school site funding requests in conjunction with student support staff.
- Work collaboratively with various stakeholders, including community agencies and county partners to secure resources and build awareness of the needs of students and families experiencing homelessness.
- In collaboration with HOPE Office staff, maintain internal basic needs resource and communication resource available to all Homeless Education Leads to support connection to district and community resources.
- Facilitate district Faith Community Partnership steering committee.
- Participate in district culturally responsive teaching team.
- Other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

None.

## **EDUCATION and/or EXPERIENCE**

Requires Bachelor's degree in a related field and five or more years experience with homeless issues and/or youth.

## **KNOWLEDGE, SKILLS & ABILITIES**

Knowledge of McKinney-Vento Law.

Current knowledge of community and county services available to homeless families, unaccompanied youth and students in crisis: housing, mental health, jobless issues, abuse.

Good written and verbal communication skills.

Ability to work closely with parents, staff, administration and community.

Ability to maintain regular attendance, including completing an assigned day.

Must be able to lift a minimum of 25 pounds.

Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

## **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 sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and the ability to adjust focus. The employee may be required to travel to individual school or off site locations to conduct business related to the essential functions of the position.

## **WORK ENVIRONMENT**

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

The noise level in the work environment is usually quiet. Environmental conditions including heat, cold, wind, water, ice and snow may be a factor specifically in any travel between schools or off site locations.