**JOB TITLE:** McKinney Vento Coordinator

**REPORTS TO:** Reports to Director of Special Education, Equity and Civil Rights

**JOB SUMMARY:**

The McKinney Vento Coordinator effectively performs all or a combination of the following duties in support of the McKinney Vento program. Regular attendance is required and expected.

**TYPICAL FUNCTIONS:**

1. Identify and coordinate resources within the community for homeless students and families
2. Coordinate with district departments for set-up free lunch service and bussing transportation, and coordinate obtaining bus passes and gas vouches for homeless students.
3. Coordinate Boys & Girls Club membership for transportation
4. Obtain parent permission for student participation in the program; consider parent/guardian input/concerns regarding their student and the program
5. Maintain relationships and follow up with families.
6. Collect and maintain database survey for service needs.
7. Collect and maintain database information for McKinney Vento students and families.
8. Follow up with families for student information
9. Facilitate access to showers and laundry within district
10. Coordinate access to backpack and school supplies, and programs such as Operation School Bell, Backpack program
11. Staff and maintain McKinney Vento resource room
12. Coordinate payment of various fees for extra-curricular, ASB cards and other school related fees.
13. Provide mid-year and end-of-the-year data for grant
14. Collaborate with Student Support Advocates
15. Other duties as assigned.

**MINIMUM QUALIFICATIONS**

Education and Experience

High school graduation or equivalent, experience working with elementary and secondary level children.

Licenses/Special Requirements

Satisfactory background clearance results (fingerprinting required); proof of ability to work in the United States; valid.

Trauma Informed Schools Training required within one year of hire.

Washington State driver’s license and Driver’s Abstract.

Experience with alternate learning environment law, at-risk students, and students with behavior concerns preferred

Demonstrated ability to organize activities, follow and give instructions, ability to remain flexible

Demonstrated ability to work with parents, administrators, staff, and students in a school setting

**MENTAL DEMANDS**

Requires performing intermediate-level reading, writing, arithmetic, and logic processing skills; requires ability to follow verbal and written instructions; perform detailed work in reference to report preparation, computation of data, and analyzing information both verbally and in written form; complete written reports, records, etc.; work independently with minimal supervision; interpret and utilize student information effectively in daily performance of job duties; skill in listening and eliciting information; requires patience and understanding when working with students; requires adaptability and flexibility to different student learning and behavioral styles and abilities; requires cooperation and ability to work as a team member; requires organizational skills. perform detailed work in reference to preparation, computation of data, and analyzing information both verbally and in written form; requires communication, rapport-building; negotiation and conflict resolution, and customer service skills to work with a wide range of student, staff and public behaviors; maintain strict confidentiality.

**PHYSICAL DEMANDS**

Requires mobility (standing, walking, etc.); requires twisting upper torso and neck and slight bending forward without restrictions; occasional bending at waist to ground; requires good visual and hearing ability; operations of office equipment and computer; may require prolonged standing, sitting, bending (stooping); exposure to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer; sitting for extended periods of time without restrictions; twisting upper torso and neck and slight bending forward without restrictions; occasional bending at waist to floor; lifting/carrying objects weighing up to ten pounds constantly; operations of office equipment and computer; high degree of written and verbal public relations and customer service skills, both in person, telephone, and email; exposed to infectious diseases carried by students; exposed to student noise levels.

**CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.