

**Hernando County School Board  
Florida**

FLSA: Exempt, Non-Union

<b>COORDINATOR OF STUDENTS AND FAMILIES IN TRANSITION</b>
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**Required Qualifications:**

- Bachelor's Degree from an accredited institution
- Minimum of two (2) years of experience in a school setting and/or Social Service related field
- Experience with Grant Writing and Management
- Experience with the McKinney-Vento Homeless Education Act
- Experience with federal programs, policies and laws
- Experience in program administration and staff supervision

**Desired Qualifications:**

- Master's Degree from an accredited institution
- Two (2) years of supervisory experience
- Ability to assume flexible work hours, including some evenings and weekends
- Considerable knowledge of word processing, spreadsheet, and database programs
- Ability and desire to work with students, families and school personnel
- Bilingual

**Performance Responsibilities:**

- Interpret laws relating to homeless/transitional students and ensures the delivery of mandated services
- Assess students identified as homeless/transitional to determine eligibility and needs.
- Serve as liaison between schools and such agencies/facilities as shelters, social services and other organizations to coordinate assistance for homeless/transitional students
- Provide families with information related to students' educational rights and services and resources related to the needs of the student
- Provide consultation and assistance regarding specific matters related to homeless education
- Act as a resource and/or technical assistance to school-based administrators, guidance counselors, registrars, teachers and other personnel regarding homeless/transitional students, interpretation of homeless/transitional student attendance policies and laws and other requirements
- Mediate dispute resolutions regarding eligibility, school placement and school transportation services.
- Plan, develop and conduct in-service training and workshops for staff and community agencies/organizations on school laws as they relate to the homeless/transitional student population
- Maintains necessary records and program database ensuring confidentiality of students and their families.
- Develop, prepare and manage the project application for the Title IX McKinney-Vento grant, and any other federal funding related to homeless education, and all associated

- Supervise Students and Families in Transition staff, and conduct mid-year and annual performance evaluations and make appropriate employment action
- Create brochures, catalogs, newsletters, reports, personnel/general bulletins, or specialized publications
- Coordinate activities and programs with outside agencies
- Represent the District at state and regional meetings and conferences
- Collaborate with other Federal Programs
- Coordinate all activities, programs, and project components of Title IX and/or any additional federal funding related to homeless education
- Prepare, manage, and maintain all Title IX McKinney-Vento monitoring and reporting
- Fulfill all liaison duties specified by the McKinney-Vento Homeless Assistance Act

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects.

**Reports to:**

Reports directly to the Director of Federal Programs and/or designee

**Evaluation:**

Annual evaluation done by the Director of Federal Programs and/or designee

**Terms of Employment:**

12-month employment

Grant funded

**Salary:**

Salary based upon approved salary schedule (Professional/Technical/Supervisory Category F)

**Job Code:**

63073