

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

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| STUDENTS AND FAMILIES IN TRANSITION SPECIALIST |
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Required Qualifications:

- High school diploma or General Education Diploma (GED)
- ~~Possess knowledge of~~Experience with computers, office equipment and software
- ~~Considerable knowledge of~~Experience with mainframe software, word processing, spreadsheet and database programs (Microsoft Office)

Desired Qualifications:

- Sixty (60) college credit hours form an accredited institution in education, social work, or a related field
- Ability to maintain records and prepare reports
- Ability to communicate effectively with administrators, personnel and public
- Ability and desire to work with students and families
- Familiarity with McKinney-Vento Act and experience with students who qualify for services
- Experience working in a school setting
- Ability to work flexible hours, including some evenings and weekends
- Bilingual

Performance Responsibilities:

- Assess students identified as homeless/transitional to determine their eligibility and needs
- Serve as liaison between students, schools and agencies/facilities, such as shelters, social services and other organizations
- Provide students/families with information related to their educational rights, services and available resources
- Assist with mediation of dispute resolutions regarding eligibility, school placement and school transportation services
- Act as a resource and/or provide technical assistance to school-based administrators, certified school counselors, registrars, teachers and other personnel regarding homeless/transitional students
- Conduct training for school staff and community agencies/organizations regarding school laws as they relate to the homeless/transitional students
- Act as resource and/or provide technical assistance to school social workers, attendance secretaries, attendance officers and other personnel regarding homeless student attendance concerns

- Gather needed provisions/supplies and distribute to appropriate school sites to assist with the removal of barriers related to immediate enrollment and attendance
- Assist with the coordination of activities and programs with outside agencies
- Assist with community partner collaborations on special projects through referral process and database maintenance
- Maintain necessary records and program database ensuring confidentiality of students and their families
- Maintain file of community resources and eligibility requirements
- Provide assistance to identified students/families with the prevention and remediation of attendance, behavior, and/or adjustment difficulties
- Work closely with guardians/caregivers and/or parents of identified students to assist with resolving issues hindering the students' ability to function and excel in an educational setting
- Collaborate with teachers and other personnel to meet the needs of identified students
- Maintain responsibility for the provision of direct services and the maintenance of the direct services databases
- Assist with the verification of survey data for Title IX
- ~~Assist District Title I and Title IX personnel in program documentation, reporting and records maintenance, and state monitoring preparation~~
- ~~Maintain records for employee time and effort logs~~
- Perform other duties as assigned by the Coordinator of ~~Homeless Education~~ Students and Family in Transition and/or designee

Physical Demands:

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

Reports to:

Reports directly to the Coordinator of Students and Families in Transition and/or designee

Evaluations:

Annual evaluation done by the Coordinator of Students and Families in Transition and/or designee

Terms of Employment:

- 10-month employment
- ~~Title I and Title IX grant funded~~ Grant funded

Salary:

Salary based upon approved salary schedule – Confidential Level J

Job Code:

73096

Board Approved: 07/28/2015

Revised: 12/10/2018, 08/13/19

Students and Families in Transition Specialist