

# Coordinator IV, Title I Homeless Program – Community Liaison

## Position Details

Job Code: U7403

Reference Code: A429

Division/Unit: College, Career, Equity, and School Choice

Classification: Licensed Administrator

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position is responsible for managing the implementation of the Title I Homeless Outreach Program for Education (HOPE) services and program as the Title I Homeless Program – Community Liaison. This position is directly responsible to the Director, Title I Services Department, College, Career, Equity, School Choice Unit.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Analyze federal guidelines regarding homeless youth as delineated in the McKinney-Vento Homeless Assistance Act and in the Every Student Succeeds Act (ESSA) to ensure Clark County School District compliance.
2. Develop and conduct informational meetings and trainings with school sites and District departments to provide necessary information for compliant implementation of homeless guidelines.
3. Manage data collection sources and produce reports to share with District and community stakeholders.

4. Represent the District on the Southern Nevada Homeless Continuum of Care (SNH CoC) Board as a jurisdictional stakeholder to partner with community agencies to end homelessness.
  5. Coordinate services between the District and community agencies to provide resources for homeless youth.
  6. Provide direct advice and expertise to District administrators regarding the McKinney-Vento Homeless Assistance Act.
  7. Provide guidance to and communicates with schools and parents regarding educational options and resources to support homeless youth.
  8. Coordinate the expenditure of funds to schools to support homeless students with program services.
  9. Conduct on-site monitoring visits to ensure compliance with state and federal law.
  10. Attend technical assistance conferences/meetings at the state and federal levels.
  11. Supervise and evaluate the performance of assigned staff in accordance with pre-planned and mutually understood performance goals.
  12. Perform other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of current federal and state laws, regulations, and policies related to the responsibilities of the position.
2. Knowledge and understanding of the ESSA and the McKinney-Vento Homeless Assistance Act.
3. Ability to review and interpret the McKinney-Vento Homeless Act to ensure services are provided.
4. Ability to work with and gain cooperation of diverse groups.
5. Ability to work cooperatively with principals, teachers, support professionals, and central office personnel.
6. Demonstrate a high-level of self-confidence, initiative, self-direction, and problem-solving skills.
7. Ability to create, develop, and write clear, accurate, and concise procedures, forms, pamphlets, correspondence, and other written materials.
8. Ability to coordinate multiple projects and meet predetermined deadlines.
9. Possess grant and fiscal organizational skills.
10. Ability to develop and implement programs with the support of the school.
11. Ability to coordinate districtwide training and professional learning.
12. Ability to partner with community agencies which support the needs of homeless youth and families.

13. Ability to collaborate with various District departments and schools to coordinate youth and family services.
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## **Position Requirements**

### **Education and Training**

An earned master's degree from an accredited college or university.

### **Licenses and Certifications**

Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.

### **Experience**

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K-12 public or private school; and, be able to acquire, by time of appointment, appropriate Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful licensed teaching experience in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. Recent experience working in Title I Services.

### **Preferred Qualifications**

None specified.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

### **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 04/19/22
- Created: 04/26/17