Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 3/18/2024

McKinney-Vento Liaison

Pay Scale: B
Level: 8
FLSA Status: Non-Exempt
Job Family: Central Office Support
Primary Location: Administration Building

Department Overview
The Department of Student Services focuses on prevention and intervention approaches in the schools and is committed to the "Education of the Whole Child" to ensure safe, healthy, and supportive learning environments for all students. The department supports student performance through special education, school counseling, student registration, health, social work, student assistance, attendance, homebound, assessment, diagnostic, psychological and parent resource services. The department includes the following teams: Student Services, Student Mental Health Services, Diagnostic and Prevention Services, Special Education, and Procedural Support.

Job Overview
Provides responsible management, data collection, clerical, and negotiation duties related to working with families, schools, and community agencies serving the needs of students who qualify as homeless or unaccompanied under the McKinney-Vento Act. The employee responds to questions regarding eligibility for services and assisting families in making the best, most feasible school decisions. The employee facilitates school enrollment and arranges for food service, and special needs of each child, appropriate to the child and family's circumstances. The employee provides other support as needed in the Office of Student Services.

Roles and Responsibilities
The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Understands the intricacies of determining eligibility of students under the McKinney-Vento Homeless Assistant Act
- Assists school personnel in the identification of children and youth experiencing homelessness and/or unstable housing and in ascertaining that no barriers prevent the prompt enrollment of eligible students
- Assures that the parents and guardians of homeless children are informed of their rights and of the opportunities available to them in Loudoun County Public Schools
- Collects, organizes, and maintains data required by local, state, and federal reporting and grant requirements.
- Provides staff development information to school staff to help them better understand the needs of McKinney-Vento students and legal requirements under McKinney-Vento
- Collaborates with local and state agencies to meet the needs of students in homeless and unstable living situations and provide coordination of services

Qualifications
Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education
High School Diploma or GED; Bachelor's Degree

Experience
Two (2) years of related experience

Licenses and Certifications

Knowledge, Skills and Abilities

- Possesses strong oral and written communications skills and effective interpersonal skills to work with parents as well as school and community agency personnel
- Communicates a genuine desire to assist students, parents and schools
- Demonstrates ability to use Microsoft Word, Excel and PowerPoint
- Bilingual skills required, Spanish preferred
- Demonstrates strong organizational skills

Physical Requirements
The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment
The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure
Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.