



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 4/24/2024

Specialist, McKinney-Vento

Pay Scale: B

Level: 16

FLSA Status: Exempt

Job Family: Administration

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

The Specialist, McKinney-Vento Liaison is responsible for appropriate outreach, identification, and support of the unique needs of the homeless student population as well as ensuring the delivery of mandated services to facilitate each student's attendance and access to appropriate education. The Specialist assesses students and families, interprets laws relating to homeless students, works as a team member to develop intervention strategies, monitors student progress, and makes referrals. The Specialist also acts as a resource to all school staff and conducts related staff professional development training annually.

Roles and Responsibilities

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

- Interprets laws relating to homeless students, and ensures the delivery of mandated services, including all revised responsibilities under ESSA; assesses students identified as homeless to ensure compliance with the law
- Provides families with information related to the needs of their child and acts as a resource to parents/guardians by providing family support activities and communicating available services; supports homeless unaccompanied youth in securing necessary services and connects them to subject experts, both in the community and within their school, to ensure their needs are being met to include their rights as independent students under the Higher Education Act of 1965
- Collaborates with school staff and Unified Mental Health Teams to develop customized interventions for students identified as homeless, including school site determinations and individualized service plans
- Serves as a liaison between schools and community agencies/facilities/Boards such as homeless shelters, social services, transportation vendors, and court services to coordinate assistance for homeless students and serves as a liaison between the students/families and other LCPS-based resources such as the individual school and central office staff (ELL Welcome Center, Student Nutrition Services, Transportation, Special Education, Special Permission, HeadStart, ECSE, Student Health Services, Student Support Services, School Counseling, and Attendance Officers, etc.) to ensure that the needs of McKinney-Vento students are being identified and met
- Manages the McKinney-Vento dispute resolution process for all students/families who are challenging LCPS' position regarding the appropriate identification or school site determination. Collaborates with the necessary

school administrators and VDOE staff to ensure the timely filing of documentation and management of dispute outcomes

- Works regularly and collaboratively with school-based administrators, registrars, school counselors, social workers, teachers, and health services personnel regarding homeless students, interpretation of homeless/school attendance policies and laws, and record-keeping requirements; assists school based teams with developing plans for homeless students to overcome barriers related to attendance, academic progress, and on-time graduation
- Conducts staff development training on school laws as it relates to the homeless student population and recommends strategies for supporting the needs of eligible McKinney-Vento students
- Serves in the lead role from the Department of Student Services in preparing for all federal audits of the McKinney-Vento program; maintains necessary records ensuring confidentiality of students/families and prepares related reports as required by state/federal reporting and grant requirements; prepares grant proposals to secure monies to assist in funding the school division's efforts to support students experiencing homelessness
- Provides supervision, training, and guidance to McKinney-Vento team members
- Prepares for and participates in VDOE monitors of the McKinney-Vento district requirements, monitors all grants, and manages the budget
- Writes competitive grant proposals funded through VDOE, using district data and current programmatic and student needs
- Manages multiple grants with varying goals, objectives, and budgets. Maintains grant records and completes all necessary grant requirements including budgetary forms, program outcomes, program assessment, and documentation
- Creates monthly data reports of McKinney-Vento program and collaborates with multiple departments to gather program data and develops an annual data summary report and shares data with key stakeholders and VDOE
- Provides guidance to school principals on McKinney-Vento data to use in their SIP plans and implements training modules for school staff and departments

Qualifications

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

Education

Bachelor's Degree in counseling, social work, psychology, education, or a related field; Master's Degree in related area

Experience

Three (3) years of related experience providing services for school-aged children

Licenses and Certifications

Knowledge, Skills and Abilities

- Must possess a demonstrated knowledge/understanding of school law related to homeless students
- Must possess excellent assessment, case management, and interpersonal skills, as well as verbal and written communication skills
- Must possess the ability to interpret homeless law, provide support activities for students/families, and conduct ongoing training to LCPS staff
- Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies
- Must be able to work independently, with attention to detail and possess strong organizational, management, and analytical skills

Physical Requirements

The following provides a brief description of physical requirements for this position:

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 degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, 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.