



**Job Title:** Homeless Education Coordinator

**Department:** Student and Family Support Services  
**Reports To:** Director of Student and Family Advocacy  
**Grade:** BG-06  
**Number of Days:** 200 Days  
**Security Access:** Mason Education Service Center  
**Overtime Status:** Exempt  
**Last Revised Date:** May 26, 2016

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

**Position Summary:** Under the general guidance from the Director of Family and Community Engagement, work in a team environment to monitor program implementation and provide technical assistance to support the requirements of the TPS Programs to educate homeless students.

**Minimum Qualifications:**

- Bachelor's Degree

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Ensure that children and youth in homeless situations are identified and served through coordinating activities with other local entities agencies and TPS staff
- Ensure children and youth in homeless situations enroll and have full and equal opportunity to succeed in school
- Coordinate with transportation and child nutrition personnel to arrange for services for homeless children and youth
- Facilitate enrollment for homeless children and coordinate with schools
- Ensure that families, children and youth in homeless situation receive educational services and social services for which they are eligible and referral to health, mental health, dental and other appropriate services
- Ensure that parents and guardians in homeless situations are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children
- Monitor homeless tutoring programs
- Buy/deliver uniforms to shelters and schools for homeless children and youth
- Enrollment disputes are mediated in accordance with the Enrollment Disputes section of the McKinney Vento Homeless Assistance Act
- Coordinate with state homeless coordinators, community and school personnel responsible for the provision of education and related services to children and youth in homeless situations
- Serve as the District's Homeless Liaison Assistant to effectively implement the McKinney Vento Act that serves 3,000 TPS students
- Attend professional meetings and professional development related to homelessness and other federal programs
- Coordinate work with the Homeless Liaison Assistant Coordinator to ensure effect delivery of homeless education compliance and response
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to facilitate collaborative team process across the disciplines
- Understanding of educational success and social, emotional learning and development
- Experience working with persons with diverse cultures and economic backgrounds
- Strong organizational, communication and interpersonal skills
- Knowledge of school district and community resources
- Ability to conduct staff development and community education regarding homelessness
- Coordinate services and reports in a timely manner for Homeless Education
- Knowledge of program management, monitoring and valuation
- Ability to work with parents, administrators, teachers, other staff and members of the community
- Knowledge of Federal regulations relative to McKinney Vento Act

- Ability to operate various office computers, fax machines and copiers
- Ability to be flexible and perform multitask successfully
- Ability to speak Spanish a plus

**Supervisory Responsibilities:**

- This role does not directly supervise any individuals

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Office, various school sites, various community partner organizations
- Must be able to operate a motor vehicle and be able to respond to various sites as necessary
- Must hold a valid Oklahoma Driver's License and maintain appropriate motor vehicle insurance
- Must be able to lift parcels, including school supplies and uniforms

*Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.*

*Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.*