

UNION TOWNSHIP PUBLIC SCHOOLS  
JOB DESCRIPTION

**TITLE: DISTRICT HOMELESS LIAISON**

**JOB GOAL:** The District Homeless Liaison serves as one of the primary contacts between homeless families and school staff, district personnel, shelter workers and other service providers. The liaison coordinates services to ensure that homeless children and youths enroll in school and have the opportunity to succeed academically.

**QUALIFICATIONS:**

Knowledge of New Jersey McKinney-Vento Education for Homeless Children and youth programs.

**RESPONSIBILITIES:**

- Identify and immediately enroll homeless students, removing all barriers so they may be afforded full and equal opportunity to succeed in school.
- Assist homeless families in receiving all services for which they are eligible offered by the Local Education Agency.
- Assist homeless families in receiving referrals to health, housing and all appropriate services.
- Keep homeless families informed of educational and related opportunities available.
- Public notice of student's rights disseminated throughout the community.
- Work collaboratively with the Director of Funded Programs to ensure compliance with distribution of grants funds.
- Keep homeless families advised of transportation availability including to school of origin.
- Attend ongoing Professional Development to stay apprised of related laws and programs

**TERMS OF EMPLOYMENT:** 12 month stipend position. Stipend to be determined by the Superintendent of Schools.

**ADOPTED BY:** UNION BOARD OF EDUCATION

Date: