

# Coordinator IV, Title I Homeless Program – School Liaison

## Position Details

Job Code: U7403

Reference Code: A425

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 – School 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. Coordinate and manage the expenditure of funds to schools to support homeless students in the areas of transportation, fee waivers, and programming.
2. Manage program budget, approve expenditures, and maintain fiscal oversight of assigned projects on an ongoing basis to ensure compliance with contract and regulatory guidelines.
3. Analyze federal guidelines regarding homeless youth as delineated in McKinney-Vento Homeless Education Assistance Act and ESEA-Title I to ensure compliance with Clark County School District stakeholders.

4. Develop and conduct informational meetings and trainings with school sites and District departments to provide information necessary for compliant implementation of homeless guidelines.
  5. Oversee Title I funded purchases in collaboration with appropriate Purchasing, Warehousing, Mail Service, and Graphic Arts (PWMG) Department personnel to support homeless youth in schools.
  6. Manage expenditures and reconcile monthly budget summaries in coordination with **Grants Fiscal Services Accountability and Data Analysis** personnel to monitor the homeless department budget funded by McKinney-Vento Homeless Education Assistance Act and Title I.
  7. Oversee and supervise the use of the Title I purchasing cards including administering payment, enforcing District regulations on purchases, and reconciliation with PaymentNet and the homeless budget.
  8. Coordinate state and federal audits and monitor all homeless projects.
  9. Supervise and evaluate the performance of assigned staff in accordance with pre-planned and mutually understood performance goals.
  10. Provide direct advice and expertise to District administrators regarding the use of McKinney-Vento Homeless Education Assistance Act and Title I funds in compliance with federal, state and District regulations.
  11. Conduct on-site monitoring visits to ensure compliance with state and federal law.
  12. Collaborates with community homeless service providers to support homeless youth.
  13. Partners with community nonprofit agencies to provide needed resources for homeless youth.
  14. Provide guidance to schools and parents to communicate educational options and resources to support homeless youth.
  15. Attend necessary technical assistance conferences/meetings at the state and federal levels.
  16. Serve as the District's Homeless Liaison with outside agencies and the media, as necessary.
  17. Perform other duties related to the position, as assigned.
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## **Position Expectations**

1. Understanding of and sensitivity to the needs of various cultural and ethnic groups.

2. Ability to establish and maintain effective working relationships with Clark County School District administrators, licensed and support professional employees, substitutes, and outside agency representatives.
  3. Demonstrate a high-level of self-confidence, initiative, self-direction, and problem-solving skills.
  4. Ability to write clear, accurate, and concise reports, documentation, user instructions, correspondence, and other written materials.
  5. Ability to coordinate multiple projects and meet predetermined deadlines.
  6. Possess grant and fiscal organizational skills.
  7. Knowledge of current federal and state laws, regulations, and policies governing McKinney-Vento Homeless Education Assistance Act and Title I.
  8. Awareness of community needs and their relationship to the Title I homeless program.
  9. Ability to plan, organize, and set priorities.
  10. Ability to gain cooperation and conformance from various entities without authority.
  11. Demonstrated proficient computer skills.
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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. Previous successful experience in Title I program.

### **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: 11/06/08