

# NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM

## PROJECT COORDINATOR, TITLE IX, PART A FLORIDA MCKINNEY-VENTO PROGRAM

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited college or university in social work or related human services field.
- (2) Valid Florida Driver's License.
- (3) Minimum of three (3) years experience in working with community agencies and school districts to maximize services for targeted youth.
- (4) Minimum of three (3) years experience with assisting families and/or students with addressing educational and community support services needs.
- (5) Computer proficiency.
- (6) Extensive driving required.
- (7) Bilingual preferred.
- (8) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Title IX, Part A McKinney-Vento Homeless Assistance Act. Ability to organize and conduct meetings to establish and maintain well-organized and efficient systems. Ability to communicate effectively, plan and disseminate precise information, and facilitate collaboration among district, school, and community stakeholders. Ability to work effectively with a wide variety of people, both individually and in group settings. Ability to manage and coordinate the identification, collection, analysis, and interpretation of data. Experience in the fulfillment of grant-funded deliverables. Experience and history of success working with families and children.

#### REPORTS TO:

Manager, Instructional Special Projects

#### JOB GOAL

Assist the Florida Department of Education (FDOE) and NEFEC in implementing all aspects of Title IX Part A acting as the Florida McKinney-Vento (FMVP) Regional Project Coordinator to provide support to local school districts through identification of students experiencing homelessness and connecting children and families to needed resources.

#### SUPERVISES:

NA

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \*(1) Determine the needs of the McKinney-Vento Program for target school districts.
- \*(2) Assist school districts with identification of students experiencing homelessness and in need of regular school attendance support.

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- \* (3) Assist school districts with individual student needs assessments and referrals to educational and other support services.
- \* (4) Research business and organizations frequented by homeless populations and develop relations with staff and service providers.
- \* (5) Provide training and awareness, as needed, to parents/guardians/unaccompanied homeless youth, school staff, and community service providers.
- \* (6) Plan involvement of representatives from Districts and community agencies.
- \* (7) Serve as participating member of state and district level coalitions and advisory councils.
- \* (8) Establish and manage assigned financial and budgetary matters.

### Inter/Intra-Agency Communication and Delivery

- \* (9) Represent Consortium Districts in relevant meetings and conferences.
- \* (10) Share outreach and educational materials with community partners, districts, and parent groups.
- \* (11) Cooperate with agencies to implement program activities.
- \* (12) Direct and coordinate planning to involve staff, District and school personnel, community representatives, and others when appropriate.
- \* (13) Create a communication schedule with McKinney-Vento Program district liaisons.
- \* (14) Maintain a close working relationship with District and community personnel relative to the assigned area to ensure information exchange, coordination and support for the decision-making process, and gather feedback concerning service to foster continuous quality improvement.

### Professional Growth and Improvement

- \* (15) Keep well-informed about current trends, practices, and legal issues in program areas.
- \* (16) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (17) Facilitate the development, implementation, and evaluation of staff development activities provided in the assigned areas.
- \* (18) Set high standards and expectations for self and others.
- \* (19) Maintain a network of peer contacts through professional organizations.
- \* (20) Develop annual job goals relating to NEFEC strategic plan goals and department goals.

### Systemic Functions

- \* (21) Monitor compliance with all local, state, and federal policies, laws, rules, and regulations related to the assigned area.
- \* (22) Ability to meet deadlines, balance multiple and competing priorities, and maintain goal-directed behavior and performance.
- \* (23) Assist the Manager of Instructional Special Projects in maintaining appropriate coordination among the multiple programs that work collaboratively in a service group to deliver the services available through NEFEC.
- \* (24) Complete all required reports and maintain appropriate records.
- \* (25) Adequately plan all program and organizational functions within reasonable timeframes.
- \* (26) Promote a culture of service by exhibiting proactive interaction, assistance, and support to district staff.

### Leadership and Strategic Orientation

- \* (27) Provide leadership, direction, and coordination of initiatives which support the vision and mission of the Consortium and the enhancement of student learning.
- \* (28) Assist in implementing NEFEC's Strategic Plan.
- \* (29) Serve as a member of Instructional Planning Teams.
- \* (30) Provide oversight and direction for cooperative planning with other agencies.

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- \* (31) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- \* (32) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \* (33) Perform other tasks consistent with the goals and objectives of this position.

### **Worksite Service Standards**

- \* (34) Exhibit a positive and flexible attitude.
- \* (35) Foster and develop a professional image.
- \* (36) Demonstrate effective communication and collaboration with external stakeholders as well as co-workers.
- \* (37) Exhibit compassion and humility.
- \* (38) Demonstrate initiative and promote a passion for learning and growing.
- \* (39) Exhibit the ability to multitask and problem solve.
- \* (40) Translate organizational purpose into observable behavior.
- \* (41) Ability to use discretion and maintain confidentiality.

### **Assessment and Other Services**

- \* (42) The use of the adopted performance appraisal system to improve practice.
- \* (43) The accurate and timely filing of all applicable reports.
- \* (44) The completion of professional development activities as appropriate.

\*Essential Performance Responsibilities

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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### **TERMS OF EMPLOYMENT:**

Twelve months. Eight hours per day.

Compensation based on Pay Grade 10.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the NEFEC policy on evaluation of personnel.