

Browning Public Schools JOB DESCRIPTION

Effective: 8/10/219/8/26



(Temporary) PCOPPCOP Support Specialist āiss□oōmmoōtsiiyō•□ Systems Navigator

Summary of Functions

This position supports the mission of the āisspoōmmoōtsiiyō•p "we help each other" McKinney Vento program by assisting with the identification of students experiencing homelessness, coordination of supportive services, and distribution of material resources. The role of the āisspoōmmoōtsiiyō•p Systems NavigatorPCOP Support Specialist is to work in partnership with families, students, staff and community to identify and remove barriers to school attendance and academic success.

Essential Duties and Responsibilities

- 1) Advocacy- Advocates for students experiencing homelessness as defined by the McKinney Vento Act to ensure that every student experiencing homelessness has equal access to the same free, appropriate public education as provided to other children and youth in Montana schools.
- 2) Confidentiality- Maintains safeguards over confidential, protected, privileged, or sensitive information, verbal and written, including student information and records, to prevent unauthorized disclosures.
- 3) Coordination – Coordinates with other BPS staff and community partners to identify BPS students experiencing homelessness or at-risk of homelessness and coordinate services to remove barriers to education; services will include, but not be limited to, providing transportation, connecting students to tutoring and extracurricular activities, providing referrals to services such as mental, spiritual and physical health, as well as meeting basic needs such as school supplies, clothing and food security.
- 4) Professional Development- Participates in various professional development opportunities offered by the district as well as at the state and national level; participates in providing professional development to other staff and programs.
- 5) Planning – Assists in planning, implementing and providing youth experiencing homelessness with skill building, self-advocacy, healthy relationship and leadership training and events; assist with planning and implementation of various program events designed to support the needs of students experiencing homelessness.
- 6) Supportive Services – Assist youth experiencing homelessness with (screenings, referrals, and connection to appropriate housing services), case management, peer support, family reunification, and connections to cultural elders and spiritual leaders.
- 7) Community Resources – Coordinate with community partners to provide youth experiencing homelessness with the resources and permanent connections needed to navigate systems of care and achieve their goals.
- 8) Home Visits – Schedules and conducts regular home visits to provide support to youth experiencing homelessness. Process information gathered from home visits to determine how best to meet the needs of students to support success in their educational setting.
- 9) Public Relations – Presents a positive image of the BPS āisspoōmmoōtsiiyō•p program to the community; and conveys the school's genuine concern with the housing stability, education, growth and development of each youth experiencing homelessness.

- 10) Vehicle - Operates district vehicles in a safe manner and observes driving rules and regulations at all times. Ensures that the assigned vehicle is ready for use, notifying the supervisor as to major repairs and other work to be performed to keep such items in a safe and operational condition. Keeps the assigned vehicle clean with spare parts and supplies organized and secured. Except when assisting in police or public safety situations, confines such use strictly to school or district business (*personal use including riders not permitted*).
- 11) Record Keeping – Maintains a record keeping system of referrals, home visits, and evaluation for home visits as required by law, policy, and administrative regulations
- 12) Student Transportation- Transports students to school, medical appointments, and other social services appointments as needed.
- 13) Other – Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or designate.

Organizational Relationships

Supervised by and reports to the BPS-PCOP āisspōōmmoōtsiiyō•p administrator or designee.

Qualifications

- Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:
- Bachelor's degree in education, social work or related field
- Two (2) years of experience and/or education in working with students in an academic capacity or a related field
- Valid Montana Driver's license and good driving record
- Ability to interact positively with students, staff and community
- Ability to assess threatening situations, make appropriate decisions and act quickly
- Good communication and organization skills
- Ability to handle details accurately
- Ability to work with others and without close supervision
- Physical ability to move quickly including running and to lift and move up to 60 pounds on a continuous basis for short periods of time
- Good work habits

Desirable Qualifications – Knowledge of local customs, community and families. Previous experience in a school or homeless assistance program. Familiarity with community support resources for parents and families. Working ability in keyboarding and familiarity with desktop computers, preferably Google operating systems.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.