Clay County Schools
Professional Job Posting
School Year 2018-2019

Position:
Homeless Liaison/Transition Specialist

Expectations:
1. The staff member works effectively as a member of an educational team.
2. The staff member demonstrates professional behavior and appearance.
3. The staff member exhibits an attitude of mutual respect and tolerance.
4. The staff member is ethical.
5. The staff member demonstrates good work habits.
6. The staff member demonstrates effective writing and oral presentation skills.
7. The staff member demonstrates expertise in areas of responsibility.
8. The staff member demonstrates adequate organizational and computer skills.
9. The staff member must be willing to work flexible hours/days.

Duties and Responsibilities:
1. Coordinate with teachers, administrators, transition specialists, county school systems and host agencies for continuation of education before, during and after students transition from assigned Office of Diversion and Transition Programs (ODTP) schools to public school systems in assigned region.
2. Participate in site visits to provide support to transitioning students to public schools.
3. Participate in Individual Education Plan (IEP) meetings and Multi-Disciplinary Team (MDT) meetings where appropriate.
4. Assist with the transferring and receiving of school records when appropriate.
5. Assist transitioning students in developing a personal portfolio.
6. Contact community resources, state, and non-profit agencies to link, refer, and/or advocate on behalf of students who are transitioning/homeless.
7. Collect, analyze, and report data for both the WVDE ODTP students and McKinney-Vento “homeless” students, according to federal and state statutes, including any data collection that is required to fulfill grant expectations under the consolidated state performance report.
8. Provide training to both service and professional personnel on the identification and services provided to McKinney-Vento eligible students.
9. Utilize data from the Early Warning System to identify students exhibiting at-risk behaviors (excessive absences, increased disciplinary incidents, and multiple course failures) and work in conjunction with school staff to provide support for these students.
10. Work individually with transitioning/homeless students to identify goals.
11. Coordinate with host agency and WVDE staff to establish contacts necessary for student success.
12. Investigate and notify transitioning/homeless students of opportunities to further education and training, Adult Basic Education, high school completion or the equivalent, military enlistment and/or employment opportunities.
13. Maintain records of all contact made (including telephone, electronic mail and/or postal mail) regarding transitioning/homeless students.
14. Collect/maintain student progress data while in custody and for twelve months after transition.
15. Comply with county and ODTP policies and procedures for safety and security.
16. Coordinate with regional transition specialist and local education agencies (LEAs) regarding discharge planning for students returning from out of state.

17. Provide technical support and assistance to transition staff statewide on issues involving students under the McKinney-Vento Homeless Act of 1987.

18. Perform related duties as assigned by Clay County Schools and/or the Superintendent, Office of Diversion and Transition Programs or his/her designee.

Qualifications:

Required:
1. Possess an undergraduate degree in an education or human services field.
2. Possess the knowledge, skills, and abilities to successfully: (a) perform job requirements; (b) work within special settings; (c) work as part of a transition team in concert with others.

Desired:
1. Experience in working with students with exceptionalities.
2. Experience in working in an alternative school setting.
3. An understanding of State Board Policy 2419 and 2510.
4. Strong communication and interpersonal skills.
5. Knowledge and understanding of Special Education and IEPs.

Employment:
200-Day Contract beginning 2018-19 school year. Continued employment will depend upon the availability of the Grant and Federal Funding.

Salary:
Based on the 2018-2019 Clay County Schools Salary Schedule (Commensurate with educational level and years of experience.)

Date of Posting: July 5, 2018 – July 11, 2018

Apply in writing to Joe Paxton, Superintendent of Clay County Schools, Post Office Box 120, Clay, WV 25043. Bids must arrive in the Central Office by 3:00 P.M. on Wednesday, July 11, 2018. If mailing or faxing bid, please contact the Central Office to confirm receipt of bid.

The Clay County School System is an equal opportunity employer. Employment opportunities are offered without discriminating on the basis of race, color, national origin, gender, age, disability, and retaliation.