



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Clerk III (Federal Programs / Homeless Liaison)**

Position Type: Classified	Department: Curriculum, Instruction, and Assessment
Salary Schedule: Classified	Reports to: Manager of Federal Programs
Salary Range: 20	
Term of Employment: 12 months	Date: June 29, 2017
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Contributes to the efficient operation of Title I programs district-wide. Identification, communication, and coordination of services for homeless students (McKenny-Vento) and their families district-wide.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Provides technical assistance to the Title I Program.
- Communicates with the Manager of Federal Programs and the Deputy Superintendent for Curriculum, Instruction, and Assessment regarding problems, solutions, and laws governing Title I and Title I services to homeless students and their families, and McKinney-Vento.
- Assists parents, administrators, and staff with questions relating to Title I and homeless services (McKinney-Vento).
- Monitors/maintains mandated compliance documentation for McKinney-Vento and Title I.
- Compiles a variety of forms, reports, documentation, and records from various sources for Title I.
- Assists in the accurate identification and monitoring of students participating in Title I programs.
- Compiles student data for use in monitoring and reporting results of Title I programs and projects to state/federal agencies.
- Updates Title I school budget spreadsheets and provides information as requested.
- Gets approval for Title I requisitions in iVisions.
- Trains and communicates to school staff annually on federal McKinney-Vento Act procedures Title I requirements for enrolling homeless students.
- Initiates transportation requests and contact other school districts homeless liaisons to share transportation for eligible homeless students.

- Coordinates and supports Academic Liaisons in delivering services to Homeless students.
- Receives and places calls to parents/guardians of homeless students to give resource information and troubleshoot any transportation issues.
- Keeps spreadsheet (maintaining SIAS) of homeless children by school and night-time residence.
- Trains school personnel on time and effort documentation for Title I.
- Creates, maintains, documents, and stores time and effort records for Title I district-wide.
- Enters homeless students' needs in PowerSchool.
- Purchases school supplies (including bus passes) for homeless students when requested.
- Coordinates payment of fees for homeless students to ensure equitable access to educational services.
- Keeps file of McKinney-Vento eligibility questionnaires from all schools.
- Completes annual Neglected and Delinquent Report required by the Arizona Department of Education.
- Contacts private schools in DVUSD regarding Title II funding and their allocations.
- Responds to Private School Consortium when information on Title I eligible students is requested.
- Creates and maintains Single Use Sub (SUS) tracking document. Coding of Title I single use substitutes in the SUS tracking document.
- Collects receipts for professional development expenses for private schools and create invoices for the Accounts Payable Department for reimbursement to the private schools.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.

- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk and hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, taste and smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually quiet.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.