

Killeen Independent School District Job Description

Job Title: Counselor Homeless Awareness Response Program
Reports To: Foster Care/Homeless Liaison/Principal for Advent Health
FLSA Status: Exempt

SUMMARY

Increases the academic achievement of identified homeless students and coordinates program activities of the McKinney-Vento Act to ensure compliance and program effectiveness.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Assists the District Homeless Liaison in the coordination of supplemental instructional opportunities for identified homeless students who are at the campus and in local shelters.

Works collaboratively with the District Homeless Liaison, district and campus personnel to provide continuous improvement in the development of McKinney-Vento services.

Assists in planning and implementing professional development to raise awareness of the McKinney-Vento Act and the rights of identified homeless students and their parents.

Coordinates the campus requests for school supplies, meals, transportation and other services for identified homeless students.

Organizes and distributes instructional and informational material to school and community personnel in order to meet program goals.

Collaborates with the District Homeless Liaison to develop grant applications and evaluations.

Collaborates with the Coordinator for State and Federal Programs to expend Title I funds for homeless students appropriately.

Assists the District Homeless Liaison as a resource for district and campus staff, community, parents and students relating to McKinney-Vento issues.

Works collaboratively with volunteers to coordinate the operations of the KISD Community Clothing Closet.

Prepares accurate reports to meet district, state and federal needs.

Remains current on federal and state regulations and program effectiveness that relate to homeless services by attending relevant professional development opportunities.

Communicates clearly with the Coordinator for State and Federal Programs, the District Homeless Liaison, campus administrators, teachers, peers and the community in oral and written form.

Consults with parents, school personnel, and other community members to help increase the effectiveness of educating homeless students and promoting student success.

Collaborates and provides professional expertise to advocate for HARP students.

Coordinates people and other resources in the school, home, and community to promote HARP students educational success.

Manages program resources.

Involves teachers, parents and others to promote effective implementation of the McKinney-Vento Act.

Establishes and maintains professional relationships with administrators, teachers, other school personnel, parents and community members.

Adheres to legal standards including school board policies.

Adheres to state, district, and campus standards, regulations, and procedures.

Commits to current professional standards of competence and practice.

Promotes and follows ethical standards for school counselors.

Demonstrates professional and responsible work habits.

Uses professional written and oral communication and interpersonal skills.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

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.

EDUCATION and/or EXPERIENCE

Master's degree required.

CERTIFICATES, LICENSES, REGISTRATIONS

School counselor certificate required.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general educational periodicals, professional journals, technical procedures, or governmental laws and regulations. Ability to write reports, educational correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, teachers, staff and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability, statistical inference, and advanced statistical theory. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Ability to use a personal computer and related software packages.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

Revised Date: September 5, 2019

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.