

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

---

<b>TITLE:</b>	Program Coordinator, Homeless Services	<b>CLASSIFICATION:</b>	UPE, Certificated
<b>SERIES:</b>	Coordinator	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	0189	<b>WORK YEAR:</b>	211 Days
<b>DEPARTMENT:</b>	Student Support and Health Services	<b>SALARY:</b>	Range 20 Salary Schedule B7
<b>REPORTS TO:</b>	Executive Director, Student Support & Health Services	<b>CABINET APPROVAL:</b>	7-20-23
		<b>HR REVISION:</b>	3-03-23
		<b>CABINET APPROVAL:</b>	4-16-96
		<b>BOARD APPROVAL:</b>	1-13-97

---

**BASIC FUNCTION:**

Under the general direction of the Executive Director, Student Support & Health Services, the Program Coordinator, Homeless Services, plans, organizes and implements student services and public relations programs, in service of students and families experiencing homelessness, to provide the following; expand enrollment, improve attendance, assists in the development and administration of policies and pribelow [E]. This position description is not intended to be associated with this classification, but is intended to accurately reflect the principal job elements.)

Actively identifies students experiencing homelessness for school enrollment using multiple modalities, including but not limited to annual housing surveys, mailings, mass media, community organization meetings, bilingual materials, newspaper advertisements and community service fairs. **E**

Maintains district-wide student count and student assignment/placement rosters of students flagged as experiencing homelessness. **E**

Monitors stupmentdent eligibility for, and placement in, appropriate educational programs and services. **E**

Assists in the development and administration of policies and procedures relating to homeless enrollment, staff develop

Collaborate with Site/District Administrators and other District personnel to identify and implement evidence-based programs and interventions that support the social, emotional, behavioral, and academic achievement of students and families experiencing homelessness. **E**

Access and coordinate community-based resources, including professional personnel and public mental health clinics and agencies, and government agencies; develop positive relationships with relevant social service and governmental agencies to increase access for students and families. **E**

Experience working with the students and families facing a wide-array of barriers, including unstable housing, and familiarity with issues of particular relevance to people and organizations supporting those experiencing homelessness, including a demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English speaking abilities, immigration status, and physical abilities, in a culturally inclusive environment. **E**

Collaborate with District, school-site and community-based organizations to provide training that highlight the risk/protective factors and supportive resources needed for students and families experiencing homelessness. **E**

Work collaboratively with District, school-



Understanding of the requirements for the homeless education liaison position, and the State and school district systems in which these requirements will be enacted, including the budgeting system and State student data collection system.

Understanding of community resources that may provide assistance to students and families, especially related to being unhoused.

Working with the social, emotional, physical, and mental health needs of children, adolescents and families.

Supervision and management of staff, including interns.

Concepts of culture and intersectional identity and an ability to relate to a variety of ethnic and cultural groups in an effective manner.

Support services for students who are unhoused, at-risk, low-income, and demonstrate low academic performance.

Planning, organization, and coordination of all assigned programs.

District organization, operations, policies, and objectives.

Grant writing and budget processes.

Applicable laws, codes, regulations, policies, and procedures related to assigned duties.

Interpersonal skills and boundaries using tact, patience, and courtesy.

Effective oral and written communication skills.

**ABILITY TO:**

Plan, organize, and coordinate the development, implementation, enhancement, and improvement of school-based mental health and support services for students with academic, behavior, attendance, and/or social/emotional concerns.

Communicate effectively, both orally and in writing.

Interpret, analyze, apply, and explain rules, regulations, policies, and procedures.

Accurately and effectively analyze crisis situations, and adopt effective courses of action.

Ability to organize work projects, establish priorities and meet deadlines in a timely manner.

Establish and maintain effective working relationships with a diverse array of individuals and organizations.

Prepare comprehensive narrative and statistical reports.

Operate a computer and related software.

Supervise and evaluate the performance of assigned staff.

Meet State and District standards of professional conduct as outlined in the Board