



CARNEGIE PUBLIC SCHOOLS

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-ADMINISTRATION-

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Homeless Liaison Duties

The Homeless Liaison is responsible for assuring that homeless/highly mobile children are fully integrated into the mainstream school setting and offered appropriate educational support as authorized under the McKinney-Vento Act for Homeless Education. The Homeless Liaison shall coordinate and collaborate with community and school personnel responsible for the provision of education and related services to homeless students.

Essential Duties and Responsibilities:

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Homeless children and youth are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless students enroll in, and have full and equal opportunity to succeed in, the schools of the system.
3. Homeless children and youth receive educational services for which they are eligible, including Head Start, and preschool programs administered by the school system, and referrals to health, mental health, dental, and other appropriate services.
4. Parents or guardians of homeless children and youth are informed of educational and related opportunities available to their children, and are provided with meaningful opportunities to participate in the education of their children.
5. Parents and guardians and unaccompanied youth are fully informed of all transportation services, including transportation to and from the school of origin, and are assisted in accessing transportation services.
6. Transportation cost disputes between the school system and school system of enrollment are resolved.
7. Sensitivity and confidentiality training is provided to transportation and school personnel regarding the needs of homeless children and youth.
8. Enrollment disputes are mediated in accordance with the requirements of the McKinney-Vento Act.
9. Public notice of educational rights of homeless students is disseminated to locations where children and youth receive services under Act.
10. Required reports concerning the homeless education program are submitted to appropriate agencies and the State Department of Education; and Evaluation of the homeless education program is conducted annually and necessary program and implementation adjustments are made in a timely manner.