

**WILLIAMS VALLEY SCHOOL DISTRICT**

**JOB DESCRIPTION – FEDERAL PROGRAMS AND COMMUNITY LIAISON**

**Qualifications:**

- Grant Writing Experience Preferred
- Demonstrated knowledge of Public Education Policy

**Reports to:**

- Superintendent

**Job Goal:**

- To assist the Williams Valley School District as follows, including, but not limited to

**Performance and Job Responsibilities:**

- **All Federal Programs – Title I, II, III, and IV**
  - Coordinate Title 1 educational services.
  - Supervise federal reports and budgets.
  - Create and submit all federal expenditures and planning.
  - Write and develop grant initiatives for federal money.
  - Attend regional meetings and conferences when appropriate.
  - Collaborate with technology director to prepare and submit all applications for the E-rate program.
- **Homeless Student Liaison**
  - Serve as the district Homeless Liaison. Record all students who meet the criteria for homelessness in the ECYEH system, attend BID meetings, attend meetings and trainings provided by the regional staff and train the Williams Valley faculty and staff on the district procedures for dealing with families who are displaced or youth who are unaccompanied.
  - Attend all appropriate and required state level trainings.
  - Participate in county/regional homeless student council.
  - Hold district level trainings for all staff for homeless trainings.
  - Create and maintain transportation plan for Homeless students.
  - Provide literature to school community to assist any homelessness.
  - Communicate and submit monthly reports for homeless students.
  - Maintain files for all trainings.
  - Attend homelessness conference when appropriate.
  - Understand the McKinney-Vento Act and the federal guidelines that pertain to eligibility of the Act.
  - Ensure that all homeless students are properly identified.

- Ensure that students fully participate in school and that students receive services that they are eligible for, including Head Start, Even Start, and other public preschool programs.
  - Review and revise policies and procedures that impact homeless children.
  - Make community referrals as necessary.
  - Ensure that families/youth experiencing homelessness are aware of their rights, including their right to transportation.
  - Mediate enrollment disputes at the local level.
  - Collaborate and provide training for school personnel, including administrators and other school staff.
  - Participate in local task forces and coalitions to build collaborative relationships and create awareness of the needs of homeless children/youth and share resources.
  - Provide outreach to community service providers through presentations, announcements and dissemination of relevant resources.
  - Obtain school supplies, clothing, and other helpful resources from community partnerships and distribute them to students experiencing homelessness.
  - Collaborate with ECYEH State, Regional, and Site Coordinators for the provision of services related to homeless youth.
  - Collect data on homeless youth and submit to ECYEH regional office.
- **Title IX Coordinator**
    - Supervise all aspects of Title IX.
    - Comply with all Federal guidelines.
    - Assures athletic director and building principals are aware of Title IX information.
    - Assist with any issues regarding any Title IX complaint.
    - Attend Title IX conference when appropriate.
- **Human Resources**
    - Develop personnel files for all positions.
    - Write all advertisements for open positions.
    - Maintain and process all certification information for all school district employees including substitute teachers.
    - Maintain all attendance and child accounting information, processing all required forms for reimbursement regarding attendance and child accounting.
    - Coordinate all aspects of PIMS, TIMS & PA Secure ID with the Technology Director.
    - Serve as the district's attendance officer and visit homes, process citations, and attend hearings as necessary.
    - Collect all student drug testing forms and record them in the district SIS. Communicate with the coaches and advisors to ensure that all students participating in sports and activities comply with the requirements of the policy. Assist with the drug testing.
    - Serve as the School to Work Coordinator.

- Oversee Home Education programs to insure that the programs meet requirements of Act 169.
- Complete the Civil Rights report.
- Oversee the Williams Valley Scholarship Fund.
- Assist in providing opportunities for state act 48 requirements.
- Assist staff members in securing Instruction II and higher level certifications.
- Serve as the school district's liaison and contact person with Intermediate Unit #29, the PA Department of Education for the PA School System Assessment and Keystone Exams and other special programs as assigned by the Superintendent.
  
- **Curriculum**
  - Serve as WVSD's District Assessment Coordinator or DAC.
    - Attain testing certification for DAC responsibilities.
    - Provide training for all testing procedures district-wide.
    - Supervise all testing materials are handled correctly.
    - Maintain testing ethics for storage of materials.
  
- **Operations**
  - Oversee the coordinators (guidance counselors) of the administration of the PSSA testing and Keystone Testing for the district.
  - Oversee the coordinator for the NAEP assessment testing.
  - Supervise and/or submit all PDE or other surveys.
  - Process all monthly, quarterly, and annual state and federal reports as assigned by the Superintendent.
  
- **General**
  - Perform such other duties and assume other responsibilities as the Superintendent may assign.

**TERMS OF EMPLOYMENT:**

Contract, salary, and work year established by the Board of Education.

**SALARY:**

Based on qualifications.

**EVALUATION:**

Performance of this job will be evaluated annually by the Superintendent.