

## SCHOOL DISTRICT OF ESCAMBIA COUNTY

### JOB DESCRIPTION

#### COORDINATOR VII – PROJECT TOUCH

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in Social Work, Sociology or Psychology preferred.
- (2) Experience working with community agencies.
- (3) Experience working with homeless children and families.
- (4) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the laws and legislation concerning the education of homeless children and youth. Knowledge of various community agencies serving the homeless population. Knowledge of specific shelter rules and policies affecting the children served and Project Touch staff. Ability to communicate, both orally and in writing.

#### REPORTS TO:

Director II – Pupil Instructional Support Services

#### JOB GOAL

Effective planning and implementation of the Homeless Grant, Project Touch.

#### SUPERVISES:

Project Touch Tutors

#### PERFORMANCE RESPONSIBILITIES:

##### Planning / Preparation

- \* (1) Coordinate the Project Touch program and services with the children and families.
- \* (2) Establish evaluation guidelines for the annual evaluation process.
- \* (3) Schedule field trips and activities for students served by Project Touch.
- \* (4) Develop inservice activities for Project Touch tutors.
- \* (5) Develop data gathering process for completion of annual reports.

##### Administrative / Management

- \* (6) Prepare reports on the number of homeless families and children in the District.
- \* (7) Perform administrative functions of Project Touch, to include maintaining records and preparing reports.
- \* (8) Attend meetings of the Homeless Coalition.
- \* (9) Supervise and assist tutors in carrying out job responsibilities.
- \* (10) Collect and submit tutor payrolls.

**COORDINATOR VII – PROJECT TOUCH (Continued)****Assessment / Evaluation**

- \*(11) Conduct appropriate interviews with students and parents.
- \*(12) Recognize overt indicators of distress or abuse and take appropriate action.
- \*(13) Gather data from a variety of sources to be used in grant evaluation and compliance.
- \*(14) Conduct annual performance appraisals and make appropriate employment recommendation.
- \*(15) Monitor the budget throughout the year to appropriately spend allocated funds.

**Intervention / Direct Services**

- \*(16) Provide intervention and techniques to tutors that will address needs of homeless students.
- \*(17) Work with students, parents, tutors and shelter employees to resolve differences.
- \*(18) Accompany parents to service agencies when appropriate.
- \*(19) Communicate with the family concerning available services and how to access them.
- \*(20) Explain compulsory school attendance laws and follow-up on problems.

**Collaboration**

- \*(21) Interface with workers in the Visiting Teacher Department, especially the Social Worker for the homeless.
- \*(22) Meet periodically with tutors to provide motivation techniques and to discuss materials orders and problems.
- \*(23) Develop and deliver public presentations as requested.
- \*(24) Review work through communicating with tutors, shelter personnel as well as visits to shelter sights.

**Staff Development**

- \*(25) Initiate and provide inservice training and research relevant to teaching the homeless and underprivileged.
- \*(26) Establish high standards for self and tutors.
- \*(27) Demonstrate appropriate styles and methods to motivate and gain commitment.
- \*(28) Provide opportunities for staff involvement in evaluation process and plans for improvement.

**Professional Responsibilities**

- \*(29) Establish and maintain continuous professional relationships with shelter personnel and social agencies.
- \*(30) Serve on panels, boards or committees of community agencies.
- \*(31) Respond to inquiries or concerns in a timely and courteous manner.
- \*(32) Submit accurate reports in a timely manner and maintain all appropriate records.
- (33) Perform other incidental tasks consistent with the goals and objectives of this position.

**Student Growth / Achievement**

- \*(34) Implement Project Touch in a manner which ensures student growth is continuous and appropriate for age group.
- \*(35) Administer testing program as required by Project Touch.
- \*(36) Collect data on the number of and progress of homeless students served by the grant.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**COORDINATOR VII – PROJECT TOUCH (Continued)**

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities

**Professional Salary Schedule – Pay Grade 15**

**Date of Board Approval: August 21, 2001**

**Date of Revision: October 22, 2002**