

PCSB: 8086
Pay Grade: E04

FLSA: Exempt

HEAT (HELPING EDUCATE ALL IN TRANSITION) COORDINATOR
REPORTS TO: Executive Director, Student Services
SUPERVISES: Not Applicable
QUALIFICATIONS: Bachelor's degree from an accredited college or university. Five (5) years of related professional experience to include demonstrated experience in education and/or human services.
PREFERRED: Master's degree from an accredited college or university. Demonstrated leadership experience in the field of education and/or human services. Experience working with federal and/or state grants and program coordination.
MAJOR FUNCTION
This position provides a specialized service for helping schools meet Federal McKinney-Vento Act (MVA) compliance, including removing barriers to enrollment, attendance and student achievement through the promotion of professional development and coordination of local school processes and practices that enhance opportunities for student achievement. Responsibilities include professional development, local school consultation support, parent or unaccompanied youth mediation and community collaboration with agencies assisting youth and families meeting MVA status in Pinellas County Schools.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Facilitates and consults with school personnel to address Federal McKinney-Vento Act compliance and implementation with fidelity. • Assists with the development and training of processes and procedures utilized to remove barriers to MVA student enrollment or access to full school participation in accordance with school board policy and MVA law. • Assists with developing and/or revising HEAT/MVA processes and procedures to ensure effective and efficient operations. • Assists with the implementation of specific HEAT initiatives that support the identification, enrollment and attendance and academic support of MVA students, including the HEAT Academic Support Program, Postsecondary Transition process, MVA Contact training and support and professional development initiatives. • Assists MVA Contacts in analyzing school-based MVA data for continuous improvement with identification, attendance and academic progress of MVA students. • Assists with coordinating the distribution of donated resources (gifts cards, hygiene items, etc.) to MVA families and shelter partners. • Assists with ensuring MVA students maintain their school of origin when they relocate by coordinating with parents, school-based personnel, the transportation department and the office of student assignment. • Solicits feedback from stakeholders to address or adjust processes or allocation of resources to better serve MVA students and the school personnel serving them. • Provides job-embedded professional development and support to personnel at assigned schools to assist with removing barriers for MVA students and to improve implementation of the MVA. • Provides information to the schools, parents, youth and the public concerning MVA rights and HEAT services. • Communicates with parents and school personnel regarding disputes or conflict regarding compliance or other MVA related resource concerns. • Connects MVA Contacts, parents and youth to the appropriate school-based and outside agency resources that meets their specific need.

HEAT COORDINATOR

ESSENTIAL RESPONSIBILITIES (Continued)

- Collaborates with internal district departments including transportation, student assignment, Early Learning, Social Work, School Guidance, Exceptional Student Education and English Language Learners (ELL) to provide MVA information and services and remove unique barriers as concerns arise.
- Allocates time and resources consistent with the mission of the HEAT program.
- Advocates for MVA families and youth with school staff and administrators and community-based agencies.
- Participates in community-based collaborative meetings to share HEAT and MVA information, raise awareness and discuss the needs of MVA qualifying students.
- Establishes and maintains a collaborative relationship with community agencies serving MVA families and youth.
- Develops, schedules and conducts MVA professional development and presentations specific to targeted audiences within the school system, as well as outside agencies, businesses and faith-based organizations.
- Provides layered support to designated school-based MVA Contacts and school staff to further support MVA families and students.
- Implements the duties of the Homeless Liaison as described under the MVA law.
- Communicates with state MVP Coordinators and other district homeless liaisons.
- Proficient with technology and software programs such as Excel, Word, Power Point and Outlook.
- Has strong written and verbal communication skills, and interpersonal relationship skills.
- Has a working knowledge of grant writing and monitoring of grant objectives, tasks and deliverables.
- Collects and maintains specific information and case records or data required for supporting MVA students and for grant monitoring.
- Maintains awareness of developments in the field of homeless education by participating in homeless education conferences, regional meetings and state MVP conference calls and webinars.
- Performs other related duties as assigned.

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 established by the District.

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

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 5/6/23 PT; BOARD APPROVED: 05/22/23

HEAT COORDINATOR

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job	X				

HEAT Coordinator – PTS