



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Homeless Resource Support Specialist
Payroll/Personnel Type:	11 Month
Job #:	7035
Reports to:	Students-in-Transition Coordinator
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

Perform duties required to reinforce and develop model programs or events that are generated through donor-initiated projects and activities, conduct Intakes and Needs Assessments, analyze, research, compose and input, data and edit grant proposals.

Essential Functions:

- Facilitate, plan, and implement opening events and activities for model initiatives of the Students-In-Transition Office
- Analyze, monitor, input and compose data generated in the Office of Students in Transition
- Generate reports from databases to help determine the supplemental Title I services that homeless students are entitled to receive.
- Work with the Students-in-Transition Coordinator to ensure homeless data is disseminated at the both the school and administrative levels. Produce reports of homeless demographics and other statistics that will aid administrators in improving the academic success of homeless students.
- Research and provide relative district data that correlates to the McKinney-Vento Data Standards and Indicators for Quality Programs.
- Work with staff personnel and parents in surrounding shelters, transitional housing units, and community agencies to collect homeless-related data.
- Collaborate with homeless coordinators in neighboring school districts to ensure the accuracy of shared financial reports. Maintain spreadsheets to track shared financial costs among neighboring school districts.
- Participate in fund-raising initiatives hosted by the St. Louis Public Schools Foundation and maintain an ongoing relationship with staff.
- Develop and maintain database of all current donors and donations received by the Students-in-Transition Office
- Research grants opportunities through publications, internet and individual contacts. Attend philanthropic, individual, foundation, corporate or community related meetings as assigned by the Students-in-Transition Coordinator.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Ability principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others
- Ability to communicate clearly, concisely and persuasively in writing or orally
- Ability to be well organized and detail oriented
- Ability to apply principals of creativity and design



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Experience:

- Minimum of five-years job related experience

Education:

- Bachelor's Degree (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date
_____	_____		
Human Resources	Date		

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.



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