

McKinney-Vento Liaison for Transportation (part-time, 48-week position; grant funded)

#### Job description

Funded through American Rescue Plan (ARP)- Homeless Children and Youth I (one year position with possibility of second year of funding) General Description: The McKinney Vento Homeless Education grant focuses on Lowell's homeless, doubled up and unaccompanied youth population. The goal of the grant is to provide support to homeless students; education, outreach and resources to parents; and training and support for teachers and related staff. This position will specifically support the district's McKinney-Vento staff with transportation requests and provide oversight for homeless transportation.

Qualifications:

- High School diploma; Bachelor's degree preferred
- Valid Massachusetts driver's license
- Excellent verbal and written communication skills
- Strong organizational skills; attentive to detail.
- Experience in school transportation
- Knowledge of area transportation providers for school children
- Experience working with homeless families with children
- Experience with Office and Google Suites and transportation software such as Versatrans.
- Understanding of the McKinney-Vento Educational Act
- Preference will be given to candidates who are bilingual
- Must be willing to work flexible hours; afternoons, evenings, and/or weekends

#### Additional Requirements

The McKinney-Vento Liaison for Transportation will be responsible for supporting the implementation of the McKinney Vento Homeless Education Grant including but not limited to:

- Processing and submitting to local vendors transportation requests for homeless students (e.g students in out of district shelters who attend school of origin in Lowell)
- Monitoring homeless transportation requests to local vendors and track the turnaround time for such requests
- Communicate with McKinney-Vento Liaisons and homeless families transportation information (e.g. start date/time for transportation requests)
- Processing and submitting cost shares with other districts as needed
- Process and maintain all driving contracts entered into with homeless families
- Order, distribute and track distribution of LRTA day passes and Charlie Cards
- Collaborate with the Transportation Department to ensure they are aware of all address changes for homeless families.
- Collaborate with the Transportation Department to improve tracking of homeless transportation costs.
- Service homeless walk-in families in the Family Resource Center regarding transportation questions
- Ensure bus passes for homeless families are processed and ready for start of school.
- Coordinate Summer School transportation as needed for homeless families

Reports to: Family Resource Center Coordinator

Effective Date of Employment:

Salary: \$30 hr - up to 18hrs per week