

McKinney-Vento Liaison for Transportation (~~part-full-time, 48-week position~~ 12 month; grant funded)

JOB 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

PERFORMANCE RESPONSIBILITIES:

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 / McKinney Vento Liaison

Effective Date of Employment: Immediately

Salary: ~~\$30 hr up to 18hrs per week~~ \$45,000-\$55,00