



**LOWELL PUBLIC SCHOOLS**  
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To Superintendent  
From: Chief Operating Officer  
Re: Approval of Job Descriptions and Permission to Post  
Date: February 1, 2024

Approval of Job Descriptions and Permission to post:

- McKinney-Vento Liaison for Transportation (full-time)
- Assistant FRC Coordinator/Student Assignment Specialist

The above job descriptions were presented to the Human Resources and Labor Relations Subcommittee. I request that they be placed on the regular agenda for consideration where the subcommittee's recommendations and votes can be reviewed and decisions can be made by the Lowell School Committee.

Permission to post .4 and .6 positions:

I request that the School Committee authorize you to post .4 and .6 positions for already approved positions if candidates are willing to work in part-time positions. For example, a .6 Social Worker would receive .6 of the pay and benefits of a full-time position.

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

(FINAL VERSION)

Assistant FRC Coordinator/Student Assignment Specialist (full-time; 12 months)

#### JOB DESCRIPTION

The Assistant FRC Coordinator supports the work of the Family Resource Center with a focus on implementing the assignment procedures relating to high school and pre-K assignment. Additionally, the Assistant Coordinator will assist the FRC coordinator in monitoring data entry and coordinating the other departments such as health, transportation, special education and McKinney Vento to support timely student placement.

#### QUALIFICATIONS/SKILLS:

- Bachelor's degree in education or related field
- Minimum of five (5) years related work experience
- Strong organizational skills and the ability to prioritize, manage and carry out duties efficiently and within established time frame
- Experience in data management for continuous improvement planning.
- Well-developed knowledge of and skill at using computer-aided office software and special applications for storing and retrieving student information
- Ability to speak and/or write in languages other than English are preferred
- Ability to maintain confidentiality of records and information
- Knowledge of student registration and academic requirements
- Outstanding interpersonal and community relations skills; Must be able to interact with a diverse range of formal and informal contacts with courtesy and patience
- Ability to provide professional direction, guidance and counsel to students and families regarding various high school programs and alternatives (ie. GED, Youthbuild, etc.)
- Experience working in a K-12 school district or public agency is preferred
- Bilingual/bi-literate skills in a high incidence language of the district (Spanish, Portuguese, Khmer) preferred

#### PERFORMANCE RESPONSIBILITIES:

- Maintain accurate records of all student assignments subject to the Student Assignment Policy in High School and assist with PreK for children who are newly entering the Lowell Public Schools
- Assist in monitoring all registrations of students in High School and Pre-K in the Lowell Public Schools
- Maintain contact with the Coordinator of Student Support Services regarding new students enrolling grades 9-12 at Lowell High School
- Maintain contact with the Coordinator of Early Childhood regarding new students applying for full-day, half-day and community partner full-day programs

- Assist the FRC coordinator in the collection of all information necessary for the development/maintenance of a complete student database that includes tracking demographic data as well as formulating enrollment projections
- Assist the FRC coordinator in making parent resource material available in multiple languages to meet the needs of our diverse populations. responsibilities for the purpose of achieving outcomes in relation to strategic objectives and ensuring compliance with legal, financial and district requirements
- Work closely with and perform other duties as assigned by the FRC coordinator for the purpose of ensuring the efficient and effective functioning of the Family Resource Center including the management of FRC support staff.

**REPORTS TO:** Family Resource Center Coordinator

**SALARY RANGE:** LSAA- to be negotiated