

SHAWNEE MISSION SCHOOL DISTRICT

Job Description

Position Title	Student and Family Support Specialist
Department	Student and Family Services
Reports To	Director of Student and Family Services
Salary Schedule	Certified Pay Schedule - 220 Days New Employee/217 Days Returning Employee
Date Approved:	2/2025

SUMMARY:

The Student and Family Support Specialist is a dedicated advocate who provides comprehensive support services to students and families experiencing homelessness, as defined by the McKinney-Vento Homeless Assistance Act. The specialist serves as a liaison between students, families, and schools to facilitate student support and success. This position will also serve as a support to children placed in the care of the Department of Children and Families (DCF). The Specialist cooperates with representatives from local partnering agencies in cases of mutual interest including Best Interest Determination (BID) proceedings, Project Home, and mental health support. The Specialist will manage all associated paperwork, bridge communication between families and schools, connect families with needed community resources, and provide follow-up monitoring of students identified as needing support for school-based student services/mental health.

This position requires a compassionate individual with strong communication, organizational, and problem-solving skills who can effectively connect students and families with necessary resources and ensure their educational stability.

ESSENTIAL DUTIES AND RESPONSIBILITIES: OTHER DUTIES MAY BE ASSIGNED

- Understand all federal guidelines as they pertain to the eligibility of children and the provision of services for the McKinney-Vento Homeless Assistance Act.
- Identification and Enrollment: Proactively identify and enroll students and families who meet the McKinney-Vento definition of homelessness. This includes collaborating with school staff, community agencies, and shelters.
- Collaboration and Training: Collaborate with school staff (teachers, counselors, administrators) to raise awareness about McKinney-Vento and provide training on how to best support students experiencing homelessness.
- Coordinate with school secretaries, nurses, social workers, and other school staff to assist homeless students with obtaining documents necessary to enter school.
- Coordinate with school secretaries, nurses, social workers, and school staff to assist with services and supplies that benefit children, youth, and families.
- Data Management: Maintain accurate and confidential records of McKinney-Vento students and families, including demographics, needs assessments, attendance, services provided (e.g. transportation, tutoring), and progress notes.
- Assist parents/guardians in motels or doubling up with referrals for food, clothing, and shelter.

- Network with community agencies to provide appropriate referrals to agencies, organizations, housing, and healthcare.
- Utilize crisis intervention skills, case management, and community resource knowledge to support the family to move toward greater family stabilization for better school performance when possible.
- Provide appropriate referrals to the Kansas Department of Children and Families as designated by law and school board policy.
- Performs other tasks and assumes other responsibilities as directed by supervisor or other administrators as needed.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Valid Kansas License (e.g. Kansas Masters Level Social Work License)
- Health and Inoculation Certificate on file in the Central Office (after employment offer is made.)
- Experience in using various computer software applications, specifically filtering data, as well as various office and telecommunications equipment.

Education

- Master's degree or above in Social Work.

LANGUAGE SKILLS:

- Strong oral and written communication skills as well as the ability to articulate a clear and consistent message to multiple constituencies.
- Public speaking ability required.
- Multilingual skills preferred. As an organization/community that reflects and appreciates diversity, bilingual communication skills are noted and valued.

OTHER SKILLS AND ABILITIES:

- Strong organizational and leadership skills.
- Proficiency in Microsoft Office Suite required and student management software preferred.
- Ability to work evenings and/or early mornings as needed.
- Regular travel, locally as needed.
- Must possess a valid motor vehicle operator's license and be able to provide own transportation to work sites.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- Must be able to lift 25 lbs. on occasion.
- Requires occasional stooping, bending, kneeling, reaching, and turning.
- Requires prolonged sitting or standing and use of equipment including repetitive motions and computer eye fatigue

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- Ability to collaborate in a team environment.
- This person frequently communicates with a variety of constituent groups and in public sessions/events.
- Must be able to exchange information with accuracy.
- Must maintain confidentiality.
- Must have a high degree of integrity.
- Work in noisy and crowded conditions with numerous interruptions.
- Meet deadlines under stressful conditions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) 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.