

An Equal Opportunity / Affirmative Action Employer  
**PROFESSIONAL EMPLOYMENT OPPORTUNITY**

**DATE OF POSTING:** **May 12, 2021**

**POSITION:** Homeless Support Specialist

**ASSIGNMENT:** Troy High School

**REQUIREMENT:** Open to Teachers, Counselors, Psychologist and Certified TA's

**RESPONSIBILITIES:**

- Collaborate and coordinate efforts with the District Homeless Liaison to facilitate homeless policies, procedures and programs in each respective building.
- Establish one-on-one relationship with each student/parent and serve as their advocate to feel academically, socially, emotionally and physically safe within their school environment.
- Organize the McKinney-Vento tutoring program in ELA and Math for homeless students in your building.
- Monitor attendance, tardiness and discipline referrals
- Meet regularly with teachers and or counselors to discuss needs of students and insure outcomes are acted upon.
- Organize enrichment activities and individual/small group counseling
- Distribute backpacks, school supplies, clothing, hygiene products, etc.
- Coordinate mandatory trauma sensitivity training and technical assistance as part of teacher/staff professional development. Create school-wide strategies that weave trauma-sensitive approaches into daily activities.
- Establish a peer "buddy" system as a means to welcome and orient new students. Work with classroom teachers to recruit (2) student leaders to serve as "buddies" for each grade level.
- Meet monthly with District Homeless Liaison (after school)
- If applicable work closely with the Homeless Trauma Support Specialist to advance a school wide, trauma-sensitive program addressing disruptive behaviors, poor attendance and inadequate coping skills.
- Coordinate food distribution for THS on a monthly basis
- Coordinate food distribution throughout the district on a monthly basis
- Collaborate and coordinate with community partners for donations (food, materials, clothes, etc.) for McKinney-Vento students
- Coordinate the distribution and handling of donated items throughout the district specifically for McKinney-Vento students
- Oversee the high school food pantry throughout the school year and during the summer
- Maintain contact with McKinney-Vento students throughout the summer to make sure their needs are being met

**EFFECTIVE DATE:** September 1, 2021 – June 30, 2022

**SALARY:** \$7,500 stipend (*Pending grant approval*)

**CLOSING DATE:** **May 19, 2021**

Please e-mail a letter of interest and list of four (4) references to:  
[humanresources@troycsd.org](mailto:humanresources@troycsd.org)

In accordance with SAVE Legislation fingerprint supported criminal background check required for selected applicant.

The Troy City School District does not discriminate on the basis of age, race, color, national origin, sex, disability or marital status in employment or any of the educational programs and activities that it offers or operates. We seek and encourage an ethnically and culturally diverse pool of candidates to seek employment with the District when job openings occur.