

Bureau: Student Success and Wellness Bureau
Agency: NMPED
Job Title: Social and Community Service Coordinator – Advanced
Working Title: Assistant State Coordinator for the Education of Homeless Children and Youth
Employment Type: X Regular Full-time Contractor

PRIMARY PURPOSE OF POSITION

This position is responsible for assisting the State Coordinator with oversight and implementation of the federal McKinney-Vento Homeless Assistance Act, Title IX, Part A under the Every Student Succeeds Act (ESSA), as well as the PED’s American Rescue Plan Elementary and Secondary School Emergency Relief – Homeless Children and Youth (ARP-HCY) State Plan. Under the McKinney-Vento Education for Homeless Children and Youth (EHCY) program, this position ensures that homeless children and youths have equal access to the same free appropriate public education, including a public preschool education, as is provided to other children and youth. The assistant will work with the state coordinator to lead efforts and coordinate with statewide local education agencies and key stakeholders to address regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in New Mexico schools of homeless children and youths.

ESSENTIAL FUNCTIONS

A	Does your job exist to do this function?
B	Would removing this function from the job fundamentally change the job?
C	Would there be significant consequences if this function was not performed?
D	Is special training or education required?
E	Is a license required?
F	Is this function highly specialized?

DUTIES AND RESPONSIBILITIES

<i>MAJOR AREAS OF RESPONSIBILITY</i>	
	Essential Function?
<p>The Every Student Succeeds Act (ESSA) became effective for the Education of Homeless Children and Youth (EHCY) in October 2016. ESSA significantly strengthens Education of Homeless Children and Youth (EHCY) requirements of SEAs and LEAs in terms of accountability for the academic progress of students experiencing homelessness. The Assistant State Coordinator will assist State Coordinator in all of the areas below:</p> <p>Ensure that all LEAs in NM are in compliance with the McKinney-Vento Homeless Assistance Act’s requirements.</p> <p>The Assistant State Coordinator will assist the State Coordinator with monitoring compliance in all LEAs on a regular basis.</p> <p>All LEAs will be monitored for compliance with the requirements of the McKinney-Vento Act. A range of options for monitoring, include conducting data and document reviews and interviews remotely, having other staff conduct consolidated program monitoring, and hiring contractors to do the monitoring. The monitoring process should include a formal letter of notification; protocols for interviews, observations, and document review, as applicable; a written report of whether requirements were met or corrective actions are required; and a process for resolving corrective actions.</p> <p>The Assistant Homeless Education State Coordinator will assist with:</p> <ul style="list-style-type: none"> ● Monitoring school districts to determine compliance; ● Developing evaluation instruments for monitoring education programs; ● Evaluating programs and/or projects in progress and recommend continuation, or modification; ● Interpreting federal, state, and local statutes and regulations to ensure compliance; ● Conducting process evaluations to ensure products and services are optimized; and ● Conducting program and budget reviews. 	A, B, C, D
<p>Provide training and technical assistance and professional development to all LEAS in coordination with local liaisons to ensure compliance:</p> <p>The Assistant Homeless Education State Coordinator assists with providing professional development opportunities for LEA personnel and liaisons in identifying and meeting the needs of students experiencing homelessness.</p> <p>The Assistant Homeless Education State Coordinator will assist with:</p>	A, B, C, D

<ul style="list-style-type: none"> ● Providing leadership, professional development, technical consultation, training, and direction to school districts, community based organizations and educational entities; ● Planning, developing, and delivering professional development activities covering a broad range of educational content; ● Providing information and staff development in the accreditation process and provide technical consultation for continuous improvements; and ● Providing technical expertise to educational entities and legislative bodies in the development of statutes and regulations. <p>Areas in which school districts and local liaisons may need technical assistance include:</p> <ul style="list-style-type: none"> ● Understanding the requirements of the McKinney-Vento Act; ● Establishing procedures to address problems related to school enrollment and selection; ● Establishing procedures to ensure homeless children and youth receive full and partial credit for work completed; ● Arranging transportation, including across district and State lines; ● Resolving disputes in an efficient and effective manner; ● Determining LEA needs and developing a plan for services; ● Creating school district and community awareness of the needs of eligible students; ● Identifying Federal, State, and local resources; ● Identifying homeless children and youths; ● Monitoring attendance, chronic absenteeism, dropout rates, suspensions, and expulsions among homeless children and youths; ● Collecting and reporting data; ● Enhancing parental involvement activities; and ● Identifying strategies for improving academic achievement. ● Reengaging students experiencing homelessness in school during the pandemic 	
<p>Submit data to the USDE as required annually for the Consolidated State Performance Report (CSPR):</p> <p>The Assistant State Coordinator will assist the State Coordinator with collecting data necessary to assess the educational needs of homeless children and youths.</p> <p>The assistant state coordinator will aid the State Coordinator with the 40, 80, 120 day reporting periods to review and ensure quality, validity, completeness, and reliability before it is submitted to the USDE in the Consolidated State Performance Report (CSPR). This data will be used by LEAs and SEAs to identify areas for improvement related to identifying and educating homeless children and youths.</p>	A, B, C, D
<p>The Assistant State Coordinator with assist with gathering and making publicly available reliable, valid, and comprehensive information on:</p> <ul style="list-style-type: none"> ● The number of homeless children and youths identified in the State ● The nature and extent of the problems homeless children and youths encounter in gaining access to public preschool programs and to public elementary schools and secondary schools; 	A, B, C, D

<ul style="list-style-type: none"> ● The difficulties in identifying special needs and barriers to participation and achievement of such children and youths; ● Any progress made by the SEA and LEAs in the State in addressing such problems and difficulties; ● The success of McKinney-Vento programs in identifying homeless children and youths and allowing children and youths to enroll in, attend, and succeed in, school ● The number of children and youths identified as homeless in New Mexico public schools; ● Keeping the PED ECHY website up to date with homeless student counts, local liaison contact information and resources; and 	
<p>Facilitate coordination between the PED and other state agencies: Assist with the coordination and collaboration with the following programs regularly:</p> <ul style="list-style-type: none"> ● Early Childhood Education Care Department; ● Special Education Bureau- Under Part C of the IDEA, at least one member of each State’s Interagency Coordinating Council must be a representative designated by the McKinney-Vento Office of the Coordinator. Similarly, under Part B of the IDEA, each State’s Advisory Panel must include State and local education officials, including officials who carry out activities under the McKinney-Vento Act; ● Interagency Coordinating Council for Family Infants and Toddlers ● Education for Homeless Children and Youth State Advisory Council ● Children, Youth and Families Department ● Taxation and Revenue Department ● Department of Health ● Human Services Department ● Homeless and housing providers ● Transportation Bureau; ● Options for Parents Bureau (Charter Schools; ● College and Career Readiness Bureau ● Title I Bureau 	A, B, C, D
<p>Coordinate activities and collaborate with:</p> <ul style="list-style-type: none"> ● Educators, including teachers, special education personnel, administrators, and child development and preschool program personnel; ● Providers of social services to homeless children and youths and their families, including public and private child welfare and social services agencies, law enforcement agencies, juvenile and family courts, agencies providing mental health services, domestic violence agencies, child care providers, runaway and homeless youth centers, and providers of services and programs under the Runaway and Homeless Youth Act (RHYA); ● Providers of emergency, transitional, and permanent housing to homeless children and youths, and their families, including public housing agencies, shelter operators, operators of transitional housing facilities, and providers of transitional living programs for homeless youths; 	A, B, C, D

<ul style="list-style-type: none"> ● Local liaisons; ● Community organizations and groups representing homeless children and youths and their families; ● State and local housing agencies responsible for developing comprehensive affordable housing strategies to minimize educational disruption for children and youths who become homeless; ● Housing, health, and other services with the regional representatives of the United States Interagency Council on Homelessness; and ● State and local policymakers to ensure that legislation and policies do not create barriers for the education of homeless children and youths, which may in some cases fall under their ongoing obligation to review and revise such barriers. 	
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EDUCATION

The **minimum** formal education requirements for this position?

<input type="checkbox"/> High School Diploma or GED	<input type="checkbox"/> Vocational/Technical/Business School
<input type="checkbox"/> Some College/Associate's Degree	<input checked="" type="checkbox"/> Bachelor's Degree
<input type="checkbox"/> Master's Degree	<input type="checkbox"/> Doctorate Degree

TYPE OF SKILL AND/OR LICENSING/CERTIFICATION/REGISTRATION

<ul style="list-style-type: none"> ● Word ● Excel ● Student Teacher Accountability Reporting System (STARS) – PED’s database and reporting system used to gather statewide data for federal reporting purposes. ● Operating Budget Management System (OBMS) – used to receive and review RfRs from subgrantees. ● SurveyGizmo - State selected online survey software used for Homeless Liaison contact information and survey creation. ● GoToMeeting/GoToWebinar - needed for professional development/technical assistance provided on behalf of the PED. ● Zoom

7. WORK EXPERIENCE

Type of Experience:

<input type="checkbox"/> Less than 6 months	<input type="checkbox"/> 6 months to 1 year
<input type="checkbox"/> 1 to 3 years	<input checked="" type="checkbox"/> 3 to 5 years

<input type="checkbox"/> 5 to 7 years	<input type="checkbox"/> 7+ years
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“After starting the job, how much on-the-job training does it take to learn the job?”

<input type="checkbox"/> Up to 1 month	<input checked="" type="checkbox"/> 1 to 3 months	<input type="checkbox"/> 3 to 6 months
<input type="checkbox"/> 6 months to 1 year	<input type="checkbox"/> 1 to 2 years	<input type="checkbox"/> More than 2 years

LEADERSHIP/SUPERVISORY RESPONSIBILITIES

“What is the nature and degree of the direct supervisory responsibility in this job – based on the actual duties?”

Assistant Program Manager	<ul style="list-style-type: none"> ● Manages a more complex organization sub-function ● Called upon as a consultant for very complex assignments ● Programmatic responsibilities ● May administer grants and/or contracts (no) ● Has no HR responsibilities for direct reports (no)
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“Assistant Program Coordinator will perform the following duties:

<input type="checkbox"/> Recruit, screen, and interview candidates	<input type="checkbox"/> Recommend candidates for hire
<input type="checkbox"/> Approve candidates for hire	<input type="checkbox"/> Assign tasks or responsibilities to others
<input checked="" type="checkbox"/> Conduct training of others	<input type="checkbox"/> Monitor work performance
<input type="checkbox"/> Conduct performance appraisals	<input type="checkbox"/> Administer disciplinary action
<input type="checkbox"/> Recommend salary actions	<input type="checkbox"/> Recommend termination of employees

“The following explains the routine contacts for this position both inside and outside the agency, but don’t include coworkers, supervisors or subordinates.

Persons or Organizations
New Mexico Regional Education Cooperatives
Early Childhood and Early Childcare Department (ECECD)

Special Education
Transportation
Title 1
Charter Schools
College and Career Readiness Bureau
Housing and Urban Development (HUD's) Continuum of Care (CoC) New Mexico Coalition to End Homelessness and providers of emergency, transitional, and permanent housing to homeless children and youths, and their families, including public housing agencies, shelter operators, operators of transitional housing facilities, providers of transitional living programs for homeless youths; and the NM Supportive Housing Coalition, as well as the United States Interagency Council on Homelessness.
Children Youths and Families Department
School Administrators
Homeless Liaisons
STARS Coordinators
USDE Federal Program Manager
National Association for the Education of Homeless Children and Youth (NAEHCY)
National Center for Homeless Education (NCHE)
SchoolHouse Connection

Additional Duties include the following:

Attending the NAEHCY Annual Conference (includes State Coordinator Meeting) and annual EHCY State Coordinator Meeting). Attending PED all staff meetings. Additional meetings as needed.

Signature Authority: N/A

The following describes examples of typical and key decisions that have impact inside and outside the agency:

The Education of Homeless Children and Youth (EHCY) Assistant Program Manager will assist the State Coordinator with adapting program oversight to ensure New Mexico compliance with the US Department of Education. The Assistant EHCY State Coordinator will also aid in analyzing/evaluating all program data, conducting research on national and state trends, and using that data to set yearly, research-based goals and performance measures for Homeless Education Programs across the state of New Mexico.

The Assistant Program Manager will assist the EHCY State Coordinator with providing leadership and coordinating with statewide local education agencies, social service providers, and key stakeholders to address regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in New Mexico schools of homeless children and youths.