

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Non-Union

<b>STUDENTS AND FAMILIES IN TRANSITION UNACCOMPANIED YOUTH SPECIALIST</b>
---

**Required Qualifications:**

- High School Diploma or GED
- Experience working with children and/or youth
- Experience with computers, office equipment, and software, including word processing, spreadsheets, and database programs (Microsoft Office)

**Desired Qualifications:**

- Sixty (60) college credit hours from an accredited institution in education, social work, or a related field
- Ability and desire to work with students, families and school personnel
- Ability to work flexible hours, including some evenings and weekends
- Ability to create and maintain records and prepare reports
- Ability to communicate effectively with administration, school personnel, and community agencies
- Familiarity with McKinney-Vento Act and experience with students who qualify for services
- Experience working in a school setting
- Bilingual

**Performance Responsibilities:**

- Assess students identified as homeless/transitional to determine their eligibility and needs, specifically focusing on Unaccompanied Homeless/Transitional Youth
- Serve as liaison between students, schools and agencies/facilities, such as shelters, social services and other organizations
- Provide students/families with information related to their educational rights, services and available resources
- Act as a resource and/or provide technical assistance to school-based administrators, certified school counselors, registrars, teachers and other personnel regarding homeless/transitional students
- Conduct training for school staff and community agencies/organizations regarding school laws as they relate to homeless/transitional students
- Maintain necessary records and program database ensuring confidentiality of students and their families
- Provide assistance to identified students/families with the prevention and remediation of attendance, behavior and/or adjustment difficulties
- Work closely with guardians/caregivers and/or parents of identified students to assist with resolving issues hindering the students' ability to function and excel in an educational setting
- Collaborate with teachers and other personnel to meet the needs of identified students

- Provide assistance to identified students/families with the transition to Post-Secondary Education
- Responsible for the provision of direct services and the maintenance of the direct services databases
- Assist with mediation of dispute resolutions regarding eligibility, school placement and school transportation services
- Act as a resource and/or provide technical assistance to school social workers, attendance secretaries, attendance officers, and other personnel regarding homeless student attendance concerns
- Gather needed provisions/supplies and distribute to appropriate school sites to assist with the removal of barriers related to immediate enrollment and attendance
- Assist with the coordination of activities and programs with outside agencies
- Perform other duties as assigned by the Coordinator of Students and Families in Transition and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Coordinator of Students and Families in Transition and/or designee

**Evaluation:**

Annual evaluation done by the Coordinator of Students and Families in Transition and/or designee

**Terms of Employment:**

10-month employment  
Grant funded

**Salary:**

Salary based upon approved salary schedule – Confidential Level J

**Job Code:**

73096

Board Approved: 7/28/2015  
Revised: 12/10/18, 08/13/19, 02/28/23