

**MORENO VALLEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Division**

**I. Position Title**

Student Assistance Program (SAP) Counselor: McKinney-Vento

**II. Position Description**

Under the direction of Student Services Coordinator and District Homeless Liaison, the SAP Counselor will work in a team-oriented environment; consult and collaborate with teachers, parents, students, and staff to monitor program implementation and procedural requirements while providing guidance, assistance, and resources in support of educational programs for McKinney-Vento students.

**III. Examples of Responsibilities**

- Guides and counsels students through the development of academic, career (life skills), and personal/social life plans. Collaborates with elementary school to middle school to high school.
- Provides individual and group assistance to students regarding academic, career (life skills), and personal/social issues. Facilitates assessments to help meet identified needs of individuals and groups of students. **(E)**
- Refers students and their parents to appropriate specialists, special programs, or outside agencies. Consults with and refers to community-based resources including psychologists, psychiatrists, physicians, service agencies, and others. **(E)**
- Maintains effective relationships with staff and administrators; communicates with administrators, teachers and staff, students, parents, and the community.
- Participates in activities which contribute to effective delivery of educational services in collaboration with other professionals by enhancing educational opportunities and removing barriers to learning for students. **(E)**
- Ensures that children and youth in homeless situations are identified and served through coordinating activities with other local entities and community agencies. **(E)**
- Facilitates and mediates enrollment and enrollment disputes for homeless children by coordinating with the Centralized Registration Center, which may include placement, transportation, and/or nutrition services. **(E)**
- Ensures that families, children, and unaccompanied youth in homeless situations receive educational services and social services for which they are eligible and referral to health, mental health, dental, and other appropriate services.
- Promotes that parents and guardians in homeless situations are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
- Assists with staff, parent, and student training on McKinney-Vento laws and requirements. **(E)**
- Monitors residency status; plans, evaluates, and revises program for identified homeless students. **(E)**
- Coordinates with county homeless coordinator and community and school personnel responsible for the provision of education and related services to children and youth in homeless situations. **(E)**
- Conducts and attends community partnership meetings and professional development related to homelessness and resources that can help assist children and families. **(E)**
- Collaborates with other staff in facilitating program advisory committees to assure proper representation of the federal programs.
- Performs other duties as assigned by the Coordinator of Student Services.

**(E) – Essential**

#### **IV. Minimum Qualifications**

##### Knowledge of:

- Working with persons with diverse cultures and economic backgrounds.
- Strong organizational, communication, and interpersonal skills.
- School district and community resources.
- Program management; data analysis, monitoring, and evaluation.

##### Ability to:

- Conduct staff development and community education regarding homelessness.
- Work with parents, administrators, teachers, other staff, and members of the community.
- Coordinate services and reports in a timely manner for Homeless Education.
- Be flexible and perform multiple tasks successfully.

##### Education and Experience:

- Valid California Pupil Personnel Services Credential authorizing School Counseling.
- Bachelor of Arts or Science Degree.
- Bilingual/Spanish ability desirable.

##### Other:

- Requires use of personal automobile, and the possession of a valid California Class C Driver's License and proof of current and appropriate auto insurance coverage. If required to drive a District vehicle, must be insurable at standard market rates under the District's insurance policy while employed.

#### **V. Physical Demands and Working Conditions:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential job functions listed above.

##### Physical Demands:

- Sit, stand, and circulate for extended periods of time.
- Bend, stoop, squat, kneel, push, pull, use foot controls (occasionally); climb stairs, and twist.
- Ability to reach in all directions.
- See and read with or without vision aids (extensive reading); hear and understand speech at normal levels with or without aids.
- Communicate so others will clearly understand normal conversation and group presentations.
- Grasp and manipulate materials, equipment/supplies; complete repetitive hand activities within close reach, such as files, keyboard, and handwriting (frequently).
- Ability to lift/carry/push/pull up to 25 lbs. (occasionally) and up to 40 lbs. (infrequently).
- Ability to apply appropriate techniques (approved crisis intervention) to mitigate the threat of harming self or others, which may involve evading, blocking, and/or restraining.

##### Working Conditions:

- Indoor offices and classrooms.
- Driving to District sites, non-public schools, and county facilities.
- Exposure to seasonal temperature variations, dust and wind, traffic.
- Use of office equipment and desk supplies.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of this job.

Board Approval: 12.08.15