

November 22, 2022

**SCHOOL CITY OF EAST CHICAGO
OPENING 2022/2023 SCHOOL YEAR**

POSITION: CARES Act Activity Coordinator

REPORTS TO: Director of Federal Programs

QUALIFICATIONS:

Bachelor's or a Master's degree preferred or Associate's equivalent combination of education experience within a school setting.

SCOPE OF WORK:

The CARES Coordinator is responsible for managing a wide array of allowable activities permitted under federal education law. The individual will work collaboratively with Title I and Non-Pubs to ensure all documentation is kept and maintained appropriately. As well, she/he will aid in tracking expenditures and requesting reimbursements according to submitted budgets for the ESSER fund. Additionally, the individual considered for this position should have experience with coordinating school/district programs to support parents, students, youth, community, and staff in furthering their knowledge of available services and resources.

RESPONSIBILITIES:

- Demonstrate willingness to assume leadership role
- Provide organized, individual/group learning opportunities as needed
- Be well-versed in the McKinney Vento Homeless Assistance Act and Foster Care
- Work collaboratively with school site-based McKinney-Vento liaisons to identify homeless children and youth, linking them with educational and other resource services
- Knowledgeable of activities/outreach/service delivery to address the unique needs of low-income children (children with disabilities, English Learners, minorities, homeless, foster care)
- Monitor implementation of activities related to summer learning and supplemental programs including online learning during summer months
- Consult with non-public schools geographically located within SCEC boundaries regarding the ESSER grant and monitoring use of funds while ensuring equitable services
- Ensure homeless and foster children enroll in and have full and equal opportunity to succeed in SCEC schools
- Attend regional meetings surrounding homeless and foster care students
- Act as case manager for foster care students in transition and mediate enrollment disputes for homeless youth
- Collaborate and coordinate transportation services for homeless and foster youth
- Collaborate with school personnel, community agencies, and State Coordinator responsible for providing education and related support services to homeless children and foster youth
- Meet with Director of Federal Projects bi-weekly to review ESSER grant activities and complete reporting in a timely manner
- All assigned duties

PREFERRED SKILLS/KNOWLEDGE/EXPERIENCE:

- Strong oral and written communication skills
- Experience in a school community setting
- Provide leadership and guidance to staff in the implementation of the McKinney-Vento Act
- Exercise good judgement in diffusing disagreements and resolving disputes between homeless parents/guardians over enrollment or other perceived barriers to a homeless/foster child's education
- Remain calm and focused while resolving issues
- Astute at linking homeless/foster children and youth to services beyond what the SCEC and schools provide
- Manage multiple tasks and keep updated records
- Knowledge of working in a school-based community
- Ability to work well both independently and as part of a team
- Strong ability to maintain confidential information
- Computer proficiency in Word and Excel
- React to change productively and handle other tasks as assigned

SALARY/BENEFITS: A competitive salary and benefits package is provided to successful candidate. Paid through ESSER grant funds. Salary Range \$40k

START DATE: Upon Board Approval

APPLICATION DEADLINE: Until Filled

Please submit a letter of interest and credentials/resume to:

Marlon Mitchell, Ph.D.
Director of Human Resources
School City of East Chicago
1401 E. 144th Street
East Chicago, IN 46312
mmitchell@ecps.org
Humanresources@ecps.org

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