



PARKROSE SCHOOL DISTRICT  
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parkrose.k12.or.us

Parkrose School District affirms the diversity of our local communities including race, religion, national or ethnic origin, sexual orientation, and gender identity/expression. We welcome candidates who reflect our growing diversity and our values of creating an inclusive learning environment. We are particularly interested in applications from traditionally underrepresented groups in education.

**Transition Specialist - McKinney Vento Academic Support/Outreach Specialist**

**Pos: 1996**

**Parkrose High School**

**2024 - 2025 School Year**

**Rate:** \$20.41 - \$26.86 DOE, PLUS employer paid retirement, and generous benefits package, Job Classification M

**Hours:** 40 hours per week

**Workdays:** 192 work calendar days

**Deadline to apply:** Open Until Filled; **Applications received by June 3, 2024, will be given first consideration.**

**Overview:**

The job of "McKinney Vento Academic Support/Outreach Specialist", is done for the purposes of identifying Homeless students in the district, tracking their attendance and supporting their academic performance.

**Job Requirements:**

- Excellent verbal and written communication skills, required for Community Outreach and fundraising activities
- Grant-writing skills
- Data management and data entry skills
- Counseling skills and experience
- Familiar with graduation requirements, transcripts, student information systems
- Regular attendance needs to be maintained
- Two years of postsecondary study in an academic program, **or**  
An associate's (or higher) degree, **or**  
A passing score on a state or local academic assessment that measures knowledge of and the ability to assist in instructing reading, writing and mathematics when available.
- Multicultural Competency

**License, Certifications, Bonding, and/or Testing Required:**

- Criminal Justice Fingerprint Clearance (cost to the employee: \$12.50 for fingerprints; \$66.00 for criminal background check – one-time payroll deduction)
- **Blood Pathogen training** - offered through the MESD to be taken by (district covers cost of this training.)

**Preferred:**

- AA degree in Early Education preferred
- Bilingual
- Experience working with diverse student populations preferred

**Reports to:** Building Principal

**To Apply:** Candidates will complete the Parkrose application online at TalentEd. In order for your application to be complete, you must submit the documents listed below in addition to the application at TalentEd:

<https://parkrose.tedk12.com/hire>.

- Cover Letter
- TalentEd Application

- Resume
- Two (2) current letters of recommendation
- Unofficial Transcripts *if available*

Parkrose is an Equal Opportunity Employer. Applicants with culturally diverse backgrounds are strongly encouraged to apply.

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#### **Essential Job Functions**

- Monitor attendance and academic performance of McKinney Vento Homeless students
- Provide tutoring or connect Homeless students to academic support systems
- Meet with individual students in McKinney Vento Homeless program to identify barriers to school attendance and performance
- Provide individual problem-solving guidance to assist students in overcoming barriers to attendance and progress
- Meet with individual students and families to complete Intake Interviews, determine if meets Homeless criteria, determine individual needs
- Connect students and families with community resources
- Participate in Community Outreach and fundraising activities to publicize the McKinney Vento Foundation and need for donations
- Participate in ongoing data collection for the district Homeless data base
- Assist in preparation of required reports for Oregon Department of Education
- Collaboration with school personnel, community organizations, and government agencies to coordinate services and resources for homeless students.
- Collaborate with teachers, administrators, and other school staff to address issues impacting students' academic success and school engagement.
- Connect students and families with community resources and support services such as mental health, counseling, housing assistance and food resources.
- Provide training and support to school staff on issues related to homelessness and the McKinney-Vento Act.
- Advocate for policy changes and improvements to support homeless students within the school district and community.
- Monitor and evaluate the effectiveness of McKinney-Vento programs and services and make recommendations for improvement.
- Develop workshops and community events that provide resources and programs for students and families.
- Participate in the development and implementation of school-wide initiatives to promote positive school climate and students wellbeing.