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Web: www.forsyth.k12.ga.us

Please Post – March 31, 2014
VACANCY NOTICE

Homeless Liaison – Educator on Special Assignment

QUALIFICATIONS:

- Clear Renewable Georgia certificate in any professional teaching, service or leadership field (e.g., School Social Work, School Counselor).
- Fluency in English and Spanish required.
- Knowledge of FCSS policies and procedures that apply to the school system's homeless student programs; determining eligibility of homeless students; and procedures for ensuring that all homeless students are given the opportunity to receive an education.
- Skill in effective verbal, written and interpersonal communication, customer service, analytical thinking, data entry, data interpretation, complex record keeping and organization.
- Proven ability to work with others in a cooperative, service-oriented, pleasant and effective manner, showing empathy and compassion in sensitive situations.
- Ability to use Excel spreadsheets, student information system, prioritize assignments, manage multiple tasks simultaneously, work well as a member of a team, and maintain confidentiality.

DUTIES AND

RESPONSIBILITIES:

The primary duty of the position is to ensure that the educational rights of preschool-aged and school-aged children in homeless situations are protected in accordance with the McKinney-Vento Homeless Assistant Act. In addition to the services for the homeless, this position will work with Title 1 district and school-level staff to implement an effective Parent Involvement Plan for parents of preschool-aged and school aged children at the district Title 1 schools. The position works to improve coordination between schools and the school district, shelters, and community service, housing and governmental agencies in order to best meet the needs of homeless students and families.

TERMS OF

EMPLOYMENT:

July 31, 2014; 190-day calendar

SALARY:

Forsyth County School System Teacher/Professional Compensation Schedule

APPLICATION

PROCEDURES:

A completed application package consists of the following items emailed to Dr. Candace J. Norton, Chief Human Resources Officer, at: cnorton@forsyth.k12.ga.us

1. a letter of interest explaining why you are interested in the position and why you will be successful in the role.
2. a current and brief resume including e-mail address; phone numbers; all education and credentials; a chronology of your career and a listing of three professional references including name, title, email address and phone number.
3. a listing of two professional accomplishments which have had the greatest significance in your professional career to date and why you feel these accomplishments are significant.
4. Georgia Educator Certificate Number.

SCREENING PROCESS:

Screening process at the system level results in referral of candidate(s) to the superintendent and board for potential recommendation and approval.

DEADLINE FOR

APPLICATIONS:

April 10, 2014 or until position is filled.

The Forsyth County School District does not discriminate on the basis of race, color, sex, age, religion, national origin, handicap or disability in its educational programs, activities, or employment policies.