



REVISED: Submitted:  
07/17/2019 07/16/2019

JOB TITLE:	SPECIALIST ACCESS AND OPPORTUNITY
DIVISION	DIVERSITY, EQUITY, AND POVERTY
SALARY SCHEDULE/GRADE:	II/GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8265
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Coordinates services that will improve the academic and social outcomes for students particularly those that have traditionally not had access and opportunity. Identifies any barriers that may prevent a student/family from receiving services, and advocates for service implementation. Works closely with caregivers (e.g., family, case workers, court appointed guardians, etc.) to increase access and opportunity. Promotes school stability and advocates for international, homeless, immigrant/refugee, and other underserved students by overseeing the McKinney-Vento mandates. Identifies barriers and coordinates access services that will improve the academic and social outcomes for identified students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Ensures that traditionally underserved populations (e.g., homeless, immigrant, refugee and other underserved students) are provided opportunities to meet the same academic achievement standards as other students and reduces the specific barriers students face
Removes barriers that hinder the school enrollment, achievement, and stability for homeless, immigrant/refugee, and other underserved students
Promotes school stability and continuity by carrying out the McKinney-Vento law as the district homeless liaison
Serves as an educational liaison between JCPS and agencies serving homeless, immigrant/refugee, and other underserved students and families
Develops, interprets, reviews and revises District policies and procedures in collaboration with other departments to remove barriers for international, homeless, immigrant/refugee students, and other underserved students
Collects data and reports to state and federal agencies as required to assess the educational needs of the target populations
Plans appropriate professional development related to homeless, immigrant/refugee, and other underserved students/families
Coordinates student and family homeless efforts, international services, advocacy, and programs with the educational objectives of the District
Coordinates extended learning opportunities for homeless, immigrant/refugee, and other underserved students and promotes family readiness and willingness to participate
Builds a base of public support to enhance access to services provided by JCPS and community agencies and partners with appropriate community organizations to assure goals and metrics are met as it relates to access
Supervises the implementation of the Clothing Assistance Program
Provides appropriate and timely reporting on the status and needs of the homeless, immigrant, refugee and other underserved students
Creates and facilitates a community council that focuses on the needs of marginalized students
Evaluates staff as assigned
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
Bachelor's Degree with successful experience working (3 years) with highly mobile and disadvantaged students/families particularly homeless, immigrant, refugee and other underserved students
KY certification in public school social work
Successful experience implementing federal, state and local mandates
Extensive knowledge of the services available to support international, homeless, and immigrant/refugee students
Ability to effectively work with homeless and immigrant/refugee students
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's Degree in the field of social work
Fluency in a major language in the community (i.e., Spanish, Arabic, etc.)
Experience leading diverse groups
Experience with community international services providers
Experience in a diverse workplace