

## Students in Temporary Housing Roles/Responsibilities

### **Role of STH Family Assistant**

- Identifies and interviews all STH families and students, which include but is not limited to, conducting intake and move-out interviews, distributing and collecting questionnaires, and maintaining intake and move out logs.
- Informs all STH families, students and unaccompanied youth of their educational rights by distributing the McKinney-Vento guides and posters.
- Assists STH families and unaccompanied youth with school enrollment and transfers, which includes but is not limited to, contacting school officials and Office of School Enrollment Placement Office, and by assisting the STH family and unaccompanied youth obtain all necessary documents needed for enrollment.
- Coordinates with schools and the Office of Pupil Transportation (OPT) in arranging transportation for students. This includes overseeing school bus pick up and drop off in shelters. In addition, distribute, manage, and track all metro cards given to parents used to accompany their children to school.
- Liaises between schools & parents in order to meet educational needs of STH children & youth.
- In collaboration with the STH Content Expert(s), monitors and improves the attendance of STH students; assist in recruiting STH parents for activities intended for them, and facilitate extended day activities for STH children and youth.

### **Role of STH Content Expert**

- Supervises and support staff Family Assistants.
- Conducts trainings for shelter staff in order to foster understanding of the McKinney-Vento Act which governs the rights of homeless youth and to collaborate on best practices, problem solving and strategic planning.
- Visits family shelters within respective borough to ensure that basic necessities (e.g. school material, transportation, etc.) and supplementary educational and counseling services are readily available to students and families.
- Supports schools by offering resources that can provide more comprehensive services to students in temporary housing and ensure that students receive the supports to which they are entitled.
- Liaises with other borough staff and other STH content experts to help coordinate after school programs for students in temporary housing & ensure that those who attend school in a particular district or borough while living in another continue to receive integrated services.
- Works cross-functionally with Senior School & Youth Development Director and School & Youth Development Managers and Specialists to identify specific areas where more services for students in temporary housing are being requested or where mandated responsibilities are not being met.
- Acts as an advocate for clients in the schools and in the surrounding community.