**Iowa City Community School District**

**POSITION TITLE:** McKinney-Vento Van Driver and Transportation Case Manager

**QUALIFICATIONS:**

1. Bachelor’s degree in social work or related degree preferred
2. Experience working with homeless students and families preferred
3. Ability to communicate effectively and de-escalate students and parents
4. Maintain professional boundaries and confidentiality
5. Demonstrated ability to collaborate with other professionals
6. Demonstrated ability to build rapport with parents & students
7. Knowledge of community resources
8. Valid Driver’s License (CDL not required)
9. Approved Iowa Department of Motor Vehicle record check
10. Criminal Records and Child Abuse Background Check
11. Such alternatives to the above qualifications as the District may find appropriate and acceptable.

**REPORTS TO:** Joan Vanden Berg, Homeless Liaison /Youth and Family Development Coordinator

**SUPERVISES:** n/a

**JOB GOALS:** Coordinate and provide van transportation to students who are homeless, ensuring that they remain in their school of origin and maintain an attendance rate of 90% or more.

**PERFORMANCE RESPONSIBILITIES:**

1. Provide van transportation to and from school for homeless students.
2. Connect students & families to appropriate resources in the school & in the community and provide follow-up as necessary.
3. Communicate regularly with building SFAs and other school staff.
4. Refer students and coordinate with Yellow Cab and Durham Transportation.
5. Provide information & clarification to parents on district policies & procedures.
6. Provide support to parent/guardian(s) to overcome barriers to accessing services, assisting with scheduling appointments, transporting students / parents to appointments and completing necessary paperwork.
7. Collect, track & report required information on students & services delivered.
8. Participate in district professional development and individual supervision with the YFD Coordinator
9. Other duties as assigned

**TERMS OF EMPLOYMENT:**

1. 175 Contract Days + 8 extended days in August (registration dates + 3 days of training)
   Salary and calendar year to be established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the District’s policy on Evaluation, State Statute, and any applicable Collective Bargaining Agreement.