The role of the McKinney-Vento Regional Homeless Education Liaison (regional liaison) is to provide technical assistance, training and mentoring to other districts including supporting compliance with McKinney-Vento and collaboration with state and community service providers in coordination with the State Coordinator of Homeless Education at the MA Department of Elementary and Secondary Education (DESE).

**Regional Liaison Duties:**

1. Conduct a regional homeless education needs assessment to determine the needs of homeless children and youth and to map community resources.

1. Provide professional development for liaisons and other school staff within the region (throughout the school year).
2. Conduct regularly scheduled regional meetings of district liaisons to provide specific training and technical assistance (to include MV Liaison duties) and to build capacity for collaboration and coordination on at least a quarterly basis.
3. Establish and maintain a regular channel of communication with district liaisons to address questions and concerns of homeless students and their families (and other agency staff who serve them) in a timely manner.
4. Facilitate and manage the McKinney-Vento Dispute Resolution Process in a timely manner at the local level for any appeals of district homeless education determinations.
5. Build support and partnership within the region’s community(ies) among human service agencies, faith-based organizations, related service providers, schools, and businesses to facilitate awareness and understanding of homeless issues, as well as coordination of services and supports to homeless students.
6. Support districts during the Educational Stability Desk Review and recommend documentation/evidence to meet ESE monitoring requirements.
7. Participate in ESE’s trainings and conferences and promote district liaison attendance. (NAEHCY conference attendance is also strongly encouraged.)
8. Submit an end-of-year report of technical assistances calls supported, disputes facilitated, trainings provided and collaborative meetings held.

**Regional Liaisons qualifications**

Regional Liaisons must:

1. Have sufficient authorized work time (approximately 0.25 FTE or 8 to 10 hours per week), and available resources to fulfill the duties of this position. This includes attending and participating in ESE Homeless Education Network meetings and conferences and professional development sessions related to homeless education and program/system collaboration.
2. Communicate professionally, respectfully and accurately with the general public, school staff and administrators, homeless families/children/youth, ESE and other State Agency representatives, and others in the region.
3. Have experience providing trainings and in public speaking.
4. Understand the complex issues related to homelessness and the factors contributing to it.
5. Know the educational rights of homeless students and best practices to support homeless families/children/youth as well as the services that community partners will provide.
6. Be able to describe how the McKinney-Vento services are coordinated with other district programs, (such as Title I, Special Education, Migrant, EL, etc.), to provide additional support and instructional assistance to homeless children and youth.
7. Be able to describe activities that involve parents/guardians of homeless children and youth in their child’s education, outreach and communication strategies that promote and maintain such involvement, and coordination with Title I parent engagement.