

George County School District

Job Title: **Homeless Tutor**

APPROVED

MAY 05 2026



G C SCHOOL BOARD

Job Purpose

- Provide academic support and services to homeless children and youth to reduce educational barriers and improve student achievement
- Assist in coordinating services with district staff and community agencies to address the academic, social, emotional, and health needs of students experiencing homelessness
- Support the implementation of services required under the McKinney-Vento Homeless Assistance Act to ensure equal access to education

Knowledge, Skills, and Abilities

- Instructional Support: Ability to assist students with academic content, assignments, and skill development in core subject areas
- Trauma Awareness: Understanding of the impact of homelessness on student learning and behavior
- Communication Skills: Effective verbal and written communication skills with students, parents, and staff
- Interpersonal Skills: Ability to build positive relationships with students, families, and school personnel
- Confidentiality: Ability to maintain strict confidentiality of student and family information
- Organizational Skills: Ability to manage multiple tasks, maintain records, and meet deadlines
- Technical Skills: Ability to use computers and basic software applications (e.g., Word, Excel)
- Collaboration: Ability to work cooperatively with administrators, teachers, counselors, and community partners
- Problem-Solving: Ability to identify student needs and assist in coordinating appropriate support services

Minimum Qualifications

- Education: High School Diploma or equivalent required
- Additional Requirements: Completion of 48 college hours from an accredited college or university OR successful completion of the WorkKeys assessment
- Experience: Prior experience working with children or at-risk youth preferred
- Clearance: Must pass background check and child abuse registry check as required by Mississippi law

Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Provides one-on-one or small group tutoring to homeless students in core academic areas
- Assists students with classwork, assignments, and special projects
- Works to prevent academic difficulties by addressing educational needs of homeless children and youth
- Collaborates with teachers, counselors, and administrators to support student learning and progress
- Assists with immediate enrollment of homeless students, including coordination of academic and medical records
- Informs parents, guardians, and unaccompanied youth of available educational services and rights
- Disseminates information regarding the rights of homeless students under the McKinney-Vento Act
- Serves as a liaison between the school district and community agencies to support student needs
- Monitors student attendance and conducts regular check-ins to assess needs and progress
- Maintains accurate records, logs, and documentation required for program compliance and reporting
- Collects and reports data to assist with grant applications and program funding
- Ensures confidentiality of all student and family information
- Encourages student engagement, attendance, and participation in school activities
- Participates in professional development and training related to homeless education services

- Travels to school sites or designated locations as required
- Performs other duties as assigned by the Superintendent, Director of Federal Programs, or designee
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission

Reports To: Superintendent, Director of Federal Programs, or Designee

Supervises: None

Terms of Employment: At-Will

FLSA Status: Non-Exempt

Disclaimer: The preceding job description is intended to describe the general nature and level of work performed by an employee in this position. It is not intended to be an exhaustive list of all duties, responsibilities, and qualifications. Duties may be modified or assigned as needed by the district.

	Employee's Printed Name
	Employee's Signature
	Date
	Supervisor's Signature
	Date