

KIT Building Point Person Roles & Responsibilities

(These are some of the things that you may do as your building's designated KIT point person).

Attend Trainings

Training opportunities will be offered at the CRC throughout the school year to help clarify your role and to share best practices.

Act as a conduit for newly identified and potentially identified KIT students

Staff in your building will direct students and parents to you when they think that the student may be eligible. You will then assist in getting the student housing form completed and submitted to the KIT office for the official determination.

If the student is staying with someone that we do not have listed as a contact in eschools, the registrar or office manager will need additional form(s) to update contact information. If the adult who the student is living with is going to be taking on full responsibility for the student and the legal guardian wants to grant full access, they need a Hold Harmless agreement signed by the parent/guardian (notarized). If the parent is not granting full access but the student is living with another adult, they can add that person as an emergency contact (limited access) by having that person complete a caregiver authorization.

You would also assess other needs and communicate within your building and the KIT office to establish a network of support.

Helping explain transportation change request process to staff, student, parent/guardians

Transportation is one way KIT students stay in their schools of origin while moving around. If the student is staying outside of the regularly served school boundaries and needs transportation, the KIT office needs the address where they want the transportation set up to and from, along with any special instructions such as special accommodations (IEP/504-related) or any special scheduling information (late start, early-release, stays after for activities/clubs, etc....)

Each time a transportation request is made, it can take a minimum of three days to route. The KIT office does not get the route information. That is communicated directly from the transportation department(s) to the parent/guardian/UHY and to the schools. When a student does not need their ride for the day, it is the student or parent/guardian's responsibility to notify the transportation department(s). If a student does not ride for three days without any notification, that ride is cancelled and they need to contact the KIT office to get it set back up.

Running your KIT student list and distribution of the list within your building

You will learn to run your own building's KIT list regularly (at least once a month --please work with your building administrator to determine the best process for your building). You will establish your distribution staff list with your administrator and then will be train your staff to run their lists and/or you will run it and distribute as set forth by your building administration.

Staff who get the list, must be aware of the sensitive nature of the information and must have a reason they would need it. Many buildings include: Admin, counselors, food service managers, nurses, health room assistants, attendance people, treasurers, and other support staff (like SSA's and psychologists).

Communication within your building

Provide training and education to staff about the KIT program and the support that is offered. This may be during all staff meetings and then also by posting information where staff, students, and parents would likely see it. You may ask for announcements in newsletters and ask your webmaster create links to the KIT website.

Advocate for best interest conversations to take place with staff who are working with the student.

Providing support and connections to resources as applicable

You are responsible to build a relationship and advocate for each of your KIT students. You may check in on them a couple of times in a year, or more. If grades or attendance are slipping, you might check in to see whether they have moved and need transportation changed, or if there are other issues that need to be addressed.

Before winter break, distribute resource information about cold-weather emergency shelters, holiday help, and utility assistance (this comes from the KIT office).

In the spring, you will start to check in and help guide students/families in the transition to summer break and help determine whether they will remain eligible or will be removed from the KIT program.

Collecting annual Student Housing Forms (first screening)

Starting this school year, we are required to distribute the student housing form to every household, every year. We are not required to get them back, but when they do come in to the building, you will be the first screener. If the form is marked yes, the housing is due to loss of housing due to a crisis or economic hardship, you will submit the form to our KIT office to make the final determination for eligibility.

Other duties may include:

- Gathering information (Amy might ask you to pull information from a student file)
- Making phone calls to parents/caregivers