

ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT CERTIFICATED POSITION DESCRIPTION

INTERAGENCY LIAISON

POSITION: Interagency Liaison

REPORTS TO: Site Administrator/Supervisor

LOCATION: Will be located with the Systems of Care Coordinator, Care Management Entity Coordinators, Resource Developer, Family Support Partner, etc. in the office of Local Management Board of St. Mary's County

NATURE OF WORK:

Representative and primary school system contact to early intervention multi-agency program teams for the St. Mary's County Public School System.

ESSENTIAL FUNCTIONS:

Serves as an interagency liaison and education system navigator of the Local Management Board network of care and works closely with the family support person and the family navigator. Collaborates with and provides technical assistance for agency partners in navigating the St. Mary's County Public Schools system.

DUTIES AND RESPONSIBILITIES:

- Provides support to Juvenile Court and the Juvenile Drug Court;
- Assists parents and school staff in providing for the students' basic needs;
- Collects and analyzes all available information regarding students, such as cumulative records, and reports findings in various student centered committee meetings;
- Participates in multi-agency team meetings;
- Participates in "wrap around" meetings as a representative of the school system;
- Assist in the preparation of juvenile services and drug court reports;
- Represent the school system in juvenile court and on the drug court team; and
- Performs other duties as assigned.

QUALIFICATIONS:

The requirements for Interagency Liaison are that the applicant shall have:

- Certification in school counseling or pupil personnel work or a minimum of a bachelors degree in a related field such as:
 - ❖ Early childhood, elementary, or secondary education
 - ❖ Human growth and development
 - ❖ Sociology, social work, or psychology
- Experience working with students with disabilities and their families preferred.
- Understanding of negotiation strategies relating to students and families
- Ability to collaborate with St. Mary's County Mental Health Authority, Health Department, Department of Social Services, Juvenile Services and Walden Sierra.
- Ability to facilitate meetings and incorporate directors of mental health agencies to make decisions based on the needs of our students.
- Extensive knowledge of school system policies, regulations and procedures for the system, parents, students, and community.

Reports to the Executive Director of Student Services and the System of Care Coordinator at the Local Management Board and is located at the Local Management Board office.

TERM OF EMPLOYMENT:

Full-time eleven-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC salary schedule (#2) for eleven-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC