

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

PUPIL PERSONNEL WORKER

POSITION: Pupil Personnel Worker

REPORTS TO: Director of Student Services

LOCATION: Student Services with School Assignments

NATURE OF WORK:

ESSENTIAL FUNCTIONS:

- Serves as the liaison between the school, home, community, service agencies, organizations, and juvenile/circuit court in order to best meet the needs of the student;
- Helps to resolve conflicts between the school, home, and/or between other service providers; Develops, coordinates, and conducts programs and workshops to meet the needs of school staff; Serves as a crisis intervention specialist helping to resolve problems; and
- Serves as the primary representative of the school system regarding essential home visitation and in providing students and families with safe and responsible transportation to critical meetings and appointments.

DUTIES AND RESPONSIBILITIES:

- Assists students through individual and group processes to assume responsibility for their actions, to achieve self-understanding, and to resolve conflict;
- Assists parents and school staff in providing for the students' basic needs;
- Initiates and coordinates intervention actions with students who have been identified as being excessively absent from school;
- Visits students' homes and consults with parents or guardians;
- Provides emergency transportation assistance to students and their families as it relates to supporting the students' ability to be successful in school;
- Assists other educators in the identification of students with adjustment problems and helps them in solving the problem;
- Serves as the primary system contact between the school, home, community, service agencies, organizations, and juvenile/circuit court in order to best meet the needs of students;
- Collects and analyzes all available information regarding students, such as cumulative records, confidential reports, and reports findings in various student centered committee meetings;
- Participates in staff meetings and workshops to keep apprised of new or changed policies and resources;
- Monitors students who are receiving home instruction, including semi-annual reviews;
- Arrange and monitor students who are receiving alternative education programs and home/hospital teaching;
- Assist in the implementation of Positive Behavioral Interventions and Supports (PBIS) and Multi-Tiered Systems of Support (MTSS) in order to develop more effective learning climates;
- Interprets school policies and procedures for the system, parents or guardians, students, and community;
- Serves as a crisis intervention specialist when responding to a school emergency;
- Prepares a verbal and written student performance history in all pre-expulsion and expulsion hearings;
- Provides professional development relative to legal requirements, policy, and behavioral interventions;
- Monitors student records for accuracy and completeness;

- Assists in the preparation of juvenile justice reports;
- Assists with the review and revision of student policies and the student handbook;
- Coordinate assigned student services programs as assigned; and
- Performs other duties as assigned.

QUALIFICATIONS:

- Possesses or is eligible for certification as a pupil personnel worker.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC salary schedule (#3) for twelve-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC