

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

TITLE I AND ECE FAMILY SERVICE SPECIALIST

POSITION: Title I and ECE Family Service Specialist

REPORTS TO: Chief of Equity, Engagement, and Early Access and/or Director of Parent and Family Engagement

LOCATION: Greenview Knolls and Park Hall

NATURE OF WORK:

The Family Service Specialist is responsible for partnering with Title I staff; case management, coordination of services, communication with families, home visits, tracking progress of students, maintaining documentation and ensuring the participation of all partners. The Family Service Specialist also has responsibility for the maintenance of data for evaluation purposes and tracking data documentation.

ESSENTIAL FUNCTIONS:

- Ensure and document that family outreach is conducted;
- Advise and assist families with access to services including monitoring and follow-up;
- Coordinate and verify the collaboration of service partners;
- Collaborate with school staff as directed and partners for outreach activities;
- Possess excellent organizational and record-keeping skills;
- Ability to relate positively to colleagues, children, and families to establish and maintain trusting relationships;
- Ability to maintain effective working relations with office staff, other school employees, officials, agencies, organizations, and the public;
- Ability to work independently without supervision and to follow-up and follow through with tasks;
- Ability to maintain sensitive and confidential records, and prepare reports from such records;
- Ability to maintain a detailed and accurate electronic calendar at all times;
- Ability to work under pressure and make decisions, in accordance with laws, ordinances, regulations, and established procedures;
- Ability to communicate effectively, both orally and in writing; and
- Possess knowledge of early childhood development and appropriate curriculum for children birth through age five.

DUTIES AND RESPONSIBILITIES:

- Perform family outreach by arranging for services, home visits, and follow-up;
- Advise families on services available to them through community agencies and follow-up to ensure services are accessed;
- Ensure high visibility, accessibility, and investment, on site as scheduled;
- Develop strategies for increasing program visibility and expansion, including recruitment of families;
- Maintain database of all services provided and the key contact person compile and submit required reports to the Chief or Director;
- Ensure that children's serious issues are documented and brought to the attention of the school administration;
- Ensure appropriate coordination between families and service providers;

- Track home visits and telephone contacts, maintain written case management reports for evaluation purposes, and provide information to the principal, director, and/or chief as requested
- Maintain database of all services provided and the key contact person compile and submit required reports to the Director or Chief;
- Plan, implement, and attend various activities and events and document family attendance and engagement;
- Obtain and distribute brochures of interest to parents, i.e. child care, health issues, developmental stages, etc.;
- Participate in IFSP, IEP Meetings and coordinate with IEP Chairpersons;
- Regularly attend and actively participate in regularly scheduled meetings as requested at the school, district, or with community partners;
- Attend tri-county planning meetings, including Southern Maryland Child Care Resource Center, local community meetings, and the SMCPS' Early Childhood Leadership team;
- Collaborate with principals, directors, or chief regarding presentations for organizations, agencies, and conferences;
- Attend SMCPS or community events including periodic evening workshops and events;
- Advise and assist parents on the steps to apply to Pre-Kindergarten, assist with obtaining required documents, and coordinating parent and family engagement activities; and
- Perform other duties as assigned.

QUALIFICATIONS:

- High School Diploma; additional coursework or degree preferred;
- Two (2) years of experience in Early Childhood Education or a related field;
- Two (2) years of experience and effective management in coordinating services and collaborating with multiple agencies and service providers;
- Experience in working with families and/or parent training preferred; and
- Thorough working knowledge of current technology including critical programs, database, record keeping, office equipment, and software.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 20.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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