



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY

DATE

POSITION:

MCKINNEY-VENTO & FOSTER CARE LIAISON SPECIALIST (7-HOURS/DAY; 11-MONTHS/YEAR)

LOCATION:

Department of Student Services

POSITION SUMMARY:

The homeless education liaison will facilitate and conduct programs to support the needs of students experiencing homelessness to ensure the delivery of mandated services to facilitate students' enrollment and access to appropriate education. The liaison interprets laws relating to students experiencing homelessness, works to develop intervention strategies, monitors student progress, and links students and families with community agencies and services. The liaison assists parents in optimizing the ability to advocate for themselves and their children to build capacity for strong parental involvement to enhance student achievement.

REPORTS TO:

Director of Student Services and Supervisor of Grant Programs

EDUCATION, CERTIFICATION, AND EXPERIENCE:

1. Bachelor's degree in one of the following areas: education, human service, public administration, family counseling, social work, psychology/sociology, or five years' experience in a similar background

KNOWLEDGE, ABILITIES, AND SKILLS:

(These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.)

At the time of application, the candidate must have:

1. Demonstrated skills in working with culturally diverse communities/families and the ability to be culturally sensitive and appropriate
2. Demonstrated knowledge in the use of technology, including Microsoft Office

3. Demonstrated familiarity with data collection, analysis and reporting
4. Demonstrated highly effective skills in organizational, written and oral communication.
5. Demonstrated the ability to establish productive relationships with students, teachers, staff, central office personnel, parents, community agencies and community members
6. Demonstrated knowledge of organizational communication, public relations and community relationships
7. Demonstrated skills in human relations, leadership and conflict management
8. Such alternatives to the above qualifications as the Calvert County Public Schools (CCPS) may find appropriate and acceptable
9. Demonstrated success in accomplishing tasks akin to those responsibilities listed below

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Interprets laws relating to students experiencing homelessness, ensures delivery of mandated services and assists with implementation of grant requirements related to Title VII-B of the McKinney-Vento Homeless Assistance Act by completing all reports
2. Serves as a liaison between schools and such agencies/facilities as homeless shelters, social services, health department and law enforcement to coordinate assistance for students experiencing homelessness and the Maryland State Department of Education
3. Conducts training to school staff on the McKinney-Vento Homeless Assistance Act and Title I regulations as they relate to the appropriate population; and recommends strategies for supporting the needs of these students
4. Maintains necessary records ensuring confidentiality of students and their families and prepares related reports
5. Assists with the collection and analysis of data and the creation of reports
6. Makes school visits to confer with school staff regarding students' progress and welfare to assist with social adjustment and transition
7. Attends regional and state McKinney-Vento, foster care and Title I meetings and trainings
8. Participates in best interest meetings for foster care student placement
9. Works to increase community awareness and partnerships by offering and performing McKinney-Vento trainings to community organizations and businesses
10. Provides advocacy services by working collaboratively with other levels of government, community organizations, local and regional resources, and private resources to effectively coordinate CCPS efforts to serve homeless students and their families
11. Provides public notice of the educational rights of students in a homeless situation by disseminating information where children and youth receive services
12. Ensures enrollment disputes are mediated in accordance with the Enrollment Disputes section of the McKinney-Vento Act
13. Meets with unaccompanied youth across the county on a regular basis
14. Responsible for writing the McKinney Vento Homeless Education Grant
15. Thinks, concentrates, and interacts positively with others
16. Comes to work promptly every day
17. Works under stress and meets all deadlines
18. Performs other duties as assigned

OTHER DUTIES:

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.) Performs related work as required or assigned by the Director of Student Services or Supervisor of Grant Programs

PHYSICAL DEMANDS:

Position requires significant periods of stand and walking and is performed in a typical school environment.

UNUSUAL DEMANDS:

May be subject to a flexible work schedule.

TERMS OF EMPLOYMENT:

Twelve (11) month position and salary commensurate with qualifications applied to the salary schedule for support employees (Scale 28). All employees are encouraged to have automatic payroll deposit.

FLSA STATUS:

Non-exempt

EVALUATION:

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

EFFECTIVE DATE OF POSITION:

Immediate Vacancy

APPLICATION PROCEDURE:

This posting will remain open until filled.

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools' website – www.calvertnet.k12.md.us.

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin,

familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocracas.ed.gov> or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents and community members may report allegations of harassment to:

Ms. Cecelia Lewis
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Mr. Zachary Seawell
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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