

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:

This is a professional position to serve as a liaison among the home, school, and community to best meet the needs of students. The Pupil Personnel Worker serves primarily as an advocate for all students and as a consultant to school staff and parents/guardians on a variety of issues such as attendance, discipline, counseling, residency, homelessness, and crisis support for schools. The nature of this work requires a high level of confidentiality as well as the ability to communicate efficiently and effectively both orally and in written form.

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;
- Knowledge of the principles and practices of counseling and human services as applied to children and the school situation;
- Knowledge of school system organization and operation;
- Ability to communicate effectively and to gain the confidence and cooperation of students; parent(s)/legal guardian(s), school staff, and community agencies.

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 assistance to the school to help get in touch with the parent(s)/legal guardian(s) and in some emergency cases provides transportation with parent consent 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;
- Assists with the registration process to ensure accuracy and completeness of the records to meet compliance standards;
- Collects and analyzes all available information regarding students, such as cumulative records, confidential reports, and reports findings in various student centered committee meetings;
- Provides intervention, consultation, and follow-up services in a variety of situations as needed;
- Participates in staff meetings and workshops to keep apprised of new or changed policies and resources;
- Participate in the coordination of services to ~~Arrange and monitor~~ students who are receiving alternative

- education programs and home/hospital teaching;
- Facilitates and conduct programs to support the needs of students experiencing homelessness;
- Assists 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 extended suspension conferences;
- Provides professional development relative to legal requirements, policy, and behavioral interventions;
- Monitors student records for accuracy and completeness;
- Assists in the preparation of juvenile service reports;
- Assists with the review and revision of student policies and the student handbook;
- Coordinates student services programs as assigned; and
- Performs other duties as assigned.

QUALIFICATIONS:

- Maryland State Department of Education Educator certification as a pupil personnel worker, preferred.
- Master's degree required in pupil personnel or a related field such as;
 - School counseling or school guidance services
 - Social Work, Sociology, Psychology
 - Early Childhood Elementary or Secondary Education
 - Human Growth and Development
 - Special Education
 - Administration and Supervision
- Spanish speaking preferred.

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on EASMC salary schedule for ten-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

04.2024