

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 Elementary Schools

**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:**

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools

**DUTIES AND RESPONSIBILITIES:**

- Performs family outreach by arranging for services, home visits, and follow-up
- Advises families on services available to them through community agencies and follows-up to ensure services are accessed
- Ensures high visibility, accessibility, and investment, on site as scheduled
- Develops strategies for increasing program visibility and expansion, including recruitment of families
- Maintains database of all services provided and is the key contact person to compile and submit required reports to the Chief or Director
- Ensures that children's serious issues are documented and brought to the attention of the school administration
- Ensures appropriate coordination between families and service providers
- Tracks home visits and telephone contacts, maintains written case management reports for evaluation purposes, and provides information to the principal, director, and/or chief, as requested
- Plans, implements, and attends various activities and events and document family attendance and engagement

- Obtains and distributes brochures of interest to parents, i.e. child care, health issues, developmental stages, etc.
- Participates in IFSP and IEP meetings and coordinates with IEP Chairpersons
- Regularly attends and actively participates in regularly scheduled meetings as requested at the school, district, or with community partners
- Attends tri-county planning meetings, including Southern Maryland Child Care Resource Center, local community meetings, and the SMCPS' Early Childhood Leadership team
- Collaborates with principals, directors, or chief regarding presentations for organizations, agencies, and conferences
- Attends SMCPS and /or community events including periodic evening workshops and events
- Advises and assists parents on the steps to apply to Pre-Kindergarten, assists with obtaining required documents, and coordinates parent and family engagement activities
- Performs other related and nonrelated job duties as assigned

**QUALIFICATIONS:**

Required:

- High School Diploma or GED,
- 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

Preferred:

- Additional coursework or college degree preferred
- Experience in working with families and/or parent training

**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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