

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

COMMUNITY SCHOOL FAMILY SERVICES ASSISTANT GRANT-FUNDED

POSITION: Community School Family Services Assistant - Grant Funded

REPORTS TO: Supervisor of Student Services and Special Programs

LOCATION: Various Locations

NATURE OF WORK:

The Community School Family Services Assistant will assist the Community School team in providing service coordination for parent-family engagements. The Community School Family Services Assistant will collaborate with community partners to help meet the needs of students and families according to the Community School Needs Assessment and Implementation Plan.

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:

- Provides information about the community and school resources to families and staff
- Develop relationships with school staff, community groups, companies, and potential sources of support for the community school
- Updates, tracks, and maintains programmatic databases; generates and analyzes monthly/yearly reports, and maintenance of Community School
- Creates and fosters partnerships with community organizations and stakeholders to support and enrich the experiences of the children and families
- Increases parental involvement within the school community
- Projects a positive image of the school to the school community and the public
- Assists attendance team to decrease chronic absenteeism
- Connects families with resources and wrap-around services as needed
- Schedules conferences and phone calls with community stakeholders/partners/vendors
- Plans Back-to-School Parent Engagement activities and staff community visits
- Provides support during Out of School Time program and Parent Family Engagements (PFEs)
- Assigns appropriate responsibilities to staff and volunteers
- Assists with the selection of volunteers
- Communicates with school personnel, community partners, and stakeholders on behalf of the community school program

- Ensure PFEs are organized and implemented
- Assists Community School Coordinator in collecting and evaluating data
- Builds collaborative relationships with families by providing information and activities
- Plans family engagement events and project needs for families attending (for example daycare, etc.)
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- Sixty (60) semester credit hours post-secondary education in a related field OR two (2) years of successful work experience in a similar role.

Preferred:

- Associate Degree in Education or a related field
- Four (4) years of successful experience in a similar role

TERM OF EMPLOYMENT:

Full-time eleven-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for eleven-month seven-hour employees – Range 17.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024