

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

**JUDY CENTER EARLY CHILDHOOD LIAISON GRANT-FUNDED**

**POSITION:** Judy Center Early Childhood Liaison – Grant Funded

**REPORTS TO:** Chief of Equity, Engagement, and Early Access

**LOCATION:** Judy Center

**NATURE OF WORK:**

This position is responsible for assisting the Judy Center Coordinator, and Family Service Specialist, with the implementation and operation of various programs and services provided to Judy Center children and their families at their location.

**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 courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess knowledge of early childhood development and appropriate curriculum for children birth through age five
- 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 School System

**DUTIES AND RESPONSIBILITIES:**

- Provides opportunities to support parenting skills and developmental activities in the home to promote school success
- Communicates with families about involvement opportunities, academic opportunities and school-family partnerships
- Schedules and facilitates parenting events and support meetings
- Plans parent education and home support activities
- Assists with conducting parent satisfaction surveys
- Provide weekly playgroups in the school and community setting
- Collaborate with Child Care Providers to implement school readiness activities; and
- Attends Judy Center activities including periodic evening and weekend events
- Collaborates closely with principals and school secretaries on Judy Center activities planned
- Documents event and service participation of Judy Center families
- Assists in the development of new programs
- Performs other related and non related job duties as assigned

**QUALIFICATIONS:**

**Required:**

- Associate Degree with experience in Early Childhood Education or successful completion of the Para Pro Assessment;
- One or more years of experience working in a Judy Center

**Preferred:**

- Spanish language skills

**TERM OF EMPLOYMENT:**

Full-time twelve-month position. The availability of this position each year is dependent upon grant funding.

**SALARY GRADE RANGE:**

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 21.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

Updated 07.2024