

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

INFANTS AND TODDLERS' FAMILY SERVICES ASSISTANT

POSITION: Infants and Toddlers Family Services Assistant

REPORTS TO: Infants and Toddlers Program Director

LOCATION: Various Sites

NATURE OF WORK:

This person will provide service coordination for eligible children receiving early intervention services through the St. Mary's County Infants and Toddlers Program. Duties include support to child and family focused teams, linkage to community resources, monitoring of service provision, scheduling and facilitating meetings and supporting program goals.

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 project a positive image of the school to the school community and the public
- Possess knowledge of and ability to work in partnership with community agencies and programs outside of SMCPs
- 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
- Possess proficient knowledge of Microsoft Office software and other related computer technology

DUTIES AND RESPONSIBILITIES:

- Coordinates services, conducts home visits, schedules and facilitates IFSP meetings, and attends IEP meetings
- Maintains accurate and complete early intervention files
- Supports children newly referred and newly eligible for early intervention services
- Supports families during periods of transition, and provides families with information about community and school-based opportunities
- Creates and fosters partnerships with community organizations to support and enrich the experiences of the children and families receiving early intervention services
- Partners with various SMCPs departments and offices
- Updates, tracks, and maintains program databases; data entry for the MD Online IFSP, generating and analyzing monthly compliance reports, and maintenance of local offline databases

- Finalizes IFSP documents and facilitates assignment of service providers and service coordinator
- Submits appropriate paperwork and documentation for consideration of preschool special education services, and informs families of the MD Extended IFSP when applicable
- Provides overall case management and service coordination for children and families participating in the program
- Connects families with resources and wrap-around services as needed
- Maintains confidential information in accordance with federal, state, and local requirements
- Completes and submits Medical Assistance paperwork associated with the provision of service coordination for children receiving early intervention services through an IFSP
- Creates and fosters partnerships with community organizations to support and enrich the experiences of the children and families receiving early intervention services
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High school degree or GED
- Associate degree OR two (2) years of relevant work

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 19.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 5.2025