

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT CERTIFIED POSITION DESCRIPTION**

PUPIL PERSONNEL WORKER 12 M

POSITION: Pupil Personnel Worker 12 M

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. This work requires a high level of confidentiality and the ability to communicate efficiently and effectively both orally and in written form.

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 responsibilities 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:

- 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 the primary representative of the school system regarding essential home visitation and providing students and families with safe and responsible transportation to critical meetings and appointments
- 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 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 transportation in some emergency cases, 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 to best meet the needs of students
- Assists with the registration process to ensure accuracy and completeness of records to meet compliance standards
- Collects and analyzes all available information regarding students, such as cumulative records and 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 the coordination of services to students who are receiving alternative education programs and home hospital teaching
- Facilitates and conducts 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) 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 services reports
- Assists with the review and revision of student policies, the student handbook, and the code of conduct
- Coordinates student services programs as assigned
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- Master's degree 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
- Twenty-one (21) semester graduate credits or State approved CPDs in School law and at least 6 of the following areas:
 - Counseling Methods
 - Early Childhood or adolescent psychology
 - Multicultural Issues
 - Family Systems/Dynamics
 - Delivery of Pupil Personnel Services and Programs
 - Abnormal Psychology or Juvenile Delinquency
 - Educational Assessment Interpretation
- Three (3) years of effective teaching or approved related experience
- Three (3) semester hours of special education coursework

Preferred:

- Spanish speaking
- Maryland State Department of Education Educator certification/licensure as a pupil personnel worker

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on EASMC 12-Month Specialist Scale for twelve-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

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