

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

INTERAGENCY LIAISON

POSITION: Interagency Liaison

REPORTS TO: Site Administrator/Supervisor

LOCATION: Department of Student Services, St. Mary's County Department of Aging and Human Services

NATURE OF WORK:

Representative and primary school system contact to early intervention multi-agency program teams for the St. Mary's County Public School System. This position serves as an interagency liaison and education system navigator of the Local Management Board network of care and works closely with the family support person and family navigator.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, community members, and local agency partners
- 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:

- Collaborates with and provides technical assistance for agency partners in navigating the St. Mary's County Public Schools system
- Provides support to Juvenile Court as a representative in court for the St. Mary's County Public Schools
- Develops and maintains data of the youth being served for statistical purposes and reviews
- Assists parents and school staff in providing for students' basic needs
- Collects and analyzes all available information regarding students, such as cumulative records, and reports findings in various student-centered committee meetings
- Participates in multi-agency team meetings such as the Local Care Team, Multi-Disciplinary Interagency Meetings, and Re-entry Meetings with the Department of Juvenile Services
- Participates in "wrap around" meetings as a representative of the school system
- Performs other duties as assigned

QUALIFICATIONS:

Required:

- Hold a Professional Certificate/License in school counseling and/or pupil personnel worker
- Three (3) semester credits in Special Education

Preferred:

- Experience working with students with disabilities and their families

TERM OF EMPLOYMENT:

Full-time eleven-month position

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on EASMC Teacher Career Ladder for eleven-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

Updated: 07.2024, 05.2025