

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

COMMUNITY SCHOOL - PUPIL PERSONNEL WORKER GRANT-FUNDED

POSITION: Community School - Pupil Personnel Worker Grant-Funded

REPORTS TO: Supervisor of Student Services and Special Programs

LOCATION: Various Locations

NATURE OF WORK:

Identified by the Community School Needs Assessment, this professional position will serve as a liaison between the home, school, and community to best meet the needs of students and families. The Pupil Personnel Worker serves Community School students and acts 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 the school. The nature of this work requires a high level of confidentiality as well as 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 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
- 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 the student's basic needs
- Works with the community school team and administration to initiate and coordinate intervention actions with students who have been identified as being excessively absent from school

- Serves as the primary representative of the school system regarding essential home visitation, visiting students' homes, and consulting with parents or guardians
- Assists the school to initiate contact with the parent(s) or legal guardian(s) supporting the student's 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 the records to meet compliance standards
- Collects and analyzes all available information regarding students, such as cumulative records, 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 staff meetings and workshops to keep apprised of new or changed policies and resources
- 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) in order 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 service reports
- Assists with the review and revision of student policies and the student handbook
- Coordinates student services programs as assigned
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required

- Master's degree required 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:

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

TERM OF EMPLOYMENT:

Full-time ten-month position. Hours may vary to meet the needs of the Community Schools After-School Program.

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

BARGAINING UNIT ELIGIBILITY: EASMC

Updated 04.2025, 06.2025