



CALVERT COUNTY PUBLIC SCHOOLS
Prince Fredrick, Maryland 20678

JOB DESCRIPTION

POSITION	Community School Liaison
DEPARTMENT	
LOCATION	TBD
REPORTS TO	School Principal and Director of Student Services
ANNUAL WORK SUMMARY	11 months per year, 210 days per year, 7 hours per day.
WAGE/PAY RATE	Scale 23: \$ 23.49/hr - \$ 29.82/hr
FLSA STATUS	Non-exempt
APPLICATION DEADLINE	
EFFECTIVE START DATE	Immediate Vacancy
POSITION SUMMARY	The Community School Liaison (CSL) serves as a leader and liaison within a community school. The CSL works collaboratively with a variety of stakeholders, including school leadership, school staff, students, families, community members, community partners, and others to assess the needs of schools, students, families, and community; foster and coordinate a variety of partnerships; provide essential wraparound services to students and their families; and commit to equitable educational opportunities for all. The CSL demonstrates a strong commitment to educational excellence, equity, community engagement, and has a deep understanding of the challenges faced by students experiencing poverty.

EDUCATION, CERTIFICATION AND EXPERIENCE

At the time of application, the candidate must hold or be eligible for:

1. Bachelor's degree in one of the following areas: education, human service, public administration, family counseling, social work, psychology/sociology, or five years' experience in a similar/comparable background required.
2. A minimum of three (3) years of experience in education, community development, or program management required.
3. Experience in mental health services preferred.
4. Experience in working with diverse group of shareholders, including students, parents, teachers, and community partners, preferred.

SPECIAL REQUIREMENTS

None

KNOWLEDGE, ABILITIES AND SKILLS

These are pre-employment knowledge, abilities, and skills that apply to Essential Job Functions. At the time of employment, the candidate must have:

1. Strong knowledge of curriculum, instruction, professional learning, and assessment
2. Strong knowledge of Multi-Tiered Systems of Supports (MTSS), trauma-informed and restorative practices, and social – emotional (SEL) competencies.
3. Strong leadership and organizational skills with the ability to effectively manage multiple projects
4. Demonstrate strong ethical standards.
5. Proficiency in data analysis.
6. Ability to collect and analyze student data for decision-making.
7. Ability to design and implement student support programs.
8. Knowledge of program evaluation to determine program effectiveness.
9. Understanding of grant management and progress monitoring.
10. Knowledge of effective teaming structures and professional learning standards.
11. Ability to relate effectively to students, teachers, staff, central office personnel, parents, and community members.
12. Familiarity with technology as a productivity, presentation, and instructional tool.
13. Understanding of the unique learning needs of diverse student populations.
14. Understanding the broader educational landscape, including current trends, policies, and standards that impact teaching and learning.
15. Communicate professionally and effectively.

ESSENTIAL JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

1. Lead a community school leadership team, including school leadership, staff, students, families, and community representatives that guides the community school strategy.
2. Serve as the Chair of the Community School Steering Committee, coordinating meetings and facilitating collaborative and inclusive decision-making.
3. Conduct a comprehensive needs and asset assessment of the school community, encompassing both student and community perspectives.
4. Lead in the development and execution of a detailed implementation plan based on the needs and assets assessment findings that includes extended learning opportunities.
5. Implement and monitor strategies to engage families and community members in the school's programs and activities that align with the shared vision of the community school.
6. Collect and monitor data such as the impact of strategic partnerships, number of student services provided, and volunteers supporting the school community to inform decision making.
7. Ensure compliance with all local, state, and federal regulations and requirements pertaining to community school operations.
8. Establish and maintain trusting relationships and strategic partnerships with community resources and organizations to support student achievement and well-being.
9. As a member of the student services team, assist in coordinating and overseeing the delivery of a range of wraparound services in the school, including health, mental health, and social services.
10. Work closely with school leadership and staff to integrate the community school strategy into the broader educational framework promoting academic achievement.
11. Support the management of the community school budget, maximizing allocated resources, addressing identified needs, in alignment with Blueprint for Maryland's Future legislation.
12. Connect students and families to resources and services.
13. Engage with families and the community through responsive, two-way communication.
14. Build and maintain relationships with a variety of stakeholders.

15. Participate in school-based teams or committees that target attendance, intervention, or other needs of students and families.
16. Plan and lead professional development sessions focused on the work of a community school.
17. Analyze student performance data to identify areas for improvement and implement targeted interventions and supports.

OTHER JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned. Performs related work as required or assigned by the building principal or designee.

PHYSICAL AND PSYCHOLOGICAL CONDITIONS/DEMANDS

None

UNUSUAL DEMANDS

Will be subject to a flexible work schedule, including evenings and weekends and working across the system.

EVALUATION

Performance will be evaluated in accordance with the policy on evaluation as established by Calvert County Public Schools.

APPLICATION PROCEDURE

All applicants please apply through the applicant tracking system located on the [Calvert County Public Schools website](#).

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations

where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth programs.

Calvert County Public Schools does not refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, or prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national original, marital status, sexual orientation, gender identity or disability.

Calvert County Public Schools does not discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocrcas.ed.gov/> or call 1-800-421-3481.