



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Fredrick, Maryland 20678

### JOB DESCRIPTION

<b>POSITION</b>	McKinney-Vento & Foster Care Liaison Specialist
<b>DEPARTMENT</b>	Student Services
<b>LOCATION</b>	
<b>REPORTS TO</b>	Director of Student Services and Supervisor of Grant Programs
<b>ANNUAL WORK SUMMARY</b>	12 months per year, 210 days per year, 7 hours per day.
<b>WAGE/PAY RATE</b>	Scale 28: \$36.69/hr - \$47.54/hr
<b>FLSA STATUS</b>	Non-exempt
<b>APPLICATION DEADLINE</b>	
<b>EFFECTIVE START DATE</b>	
<b>POSITION SUMMARY</b>	<p>The McKinney Vento Liaison Specialist is responsible for identifying and providing school-based services to Calvert County Public Schools (CCPS) homeless children and youth. Responsible for removing barriers and finding solutions to ensure homeless student success. Ensures the delivery of mandated services to facilitate students' enrollment and access to appropriate education. Monitors compliance with laws and guidelines relating to students experiencing homelessness, work to develop intervention strategies, monitors student progress, and links students and families with community agencies and services. Coordinates meals, transportation, school supplies, clothing assistance, and assistance with fees for extracurricular activities and events. Collaborate with school employees to support student needs. Provides customer service to students, parents and stakeholders. Prepare, submit, and monitor data for various state and federal grants. Serve as the local education agency (LEA) Liaison for Maryland State Department of Education (MSDE) for homeless education and services.</p>

## EDUCATION, CERTIFICATION AND EXPERIENCE

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.

## SPECIAL REQUIREMENTS

None

## KNOWLEDGE, ABILITIES AND SKILLS

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

1. Ability to work with culturally diverse communities/families and be culturally responsive
2. Proficient use of technology, including Microsoft Office
3. Data collection, analysis, and monitoring
4. Resource Management
5. Highly effective organizational, written and oral communication.
6. Interpersonal and customer service relationships with students, teachers, staff, central office personnel, parents, community agencies and community members
7. Problem solving and conflict management
8. Accomplishing tasks and managing workflow independently

## **ESSENTIAL JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES**

1. Updates district procedures to ensure alignment with laws and regulations relating to students experiencing homelessness
2. Ensures delivery of mandated services and assists with implementation of grant requirements related to Title VII-B of the McKinney-Vento Homeless Assistance Act by completing all reports
3. Serves as a liaison between schools and agencies/facilities such as homeless shelters, social services, health department and law enforcement to coordinate assistance for students experiencing homelessness and the Maryland State Department of Education
4. Conducts training to school staff on the McKinney-Vento Homeless Assistance Act and Title I regulations as they relate to the appropriate population; and recommends strategies for supporting the needs of these students
5. Maintains necessary records ensuring confidentiality of students and their families and prepares related reports
6. Assists with the collection and analysis of data and the creation of reports
7. Makes school visits to confer with school staff regarding students' progress and welfare to assist with social adjustment and transition
8. Attends regional and state McKinney-Vento, foster care and Title I meetings and trainings
9. Participates in best interest meetings for foster care student placement
10. Works to increase community awareness and partnerships by offering and performing McKinney-Vento trainings to community organizations and businesses
11. Provides advocacy services by working collaboratively with other levels of government, community organizations, local and regional resources, and private resources to effectively coordinate CCPS efforts to serve homeless students and their families
12. Provides public notice of the educational rights of students in a homeless situation by disseminating information where children and youth receive services
13. Ensures enrollment disputes are mediated in accordance with the Enrollment Disputes section of the McKinney-Vento Act
14. Meets with unaccompanied youth across the county on a regular basis
15. Responsible for writing, submitting, and monitoring the McKinney Vento Homeless Education Grant
16. Thinks, concentrates, and interacts positively with others
17. Comes to work promptly every day
18. Meets all deadlines
19. Performs other duties as assigned

## **OTHER JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES**

Performs related work as required or assigned by the Director of Student Services or Supervisor of Grants

## **PHYSICAL AND PSYCHOLOGICAL CONDITIONS/DEMANDS**

Position requires significant periods of standing and walking.

## **UNUSUAL DEMANDS**

May be subject to a flexible work schedule

## **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 origin, 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.