

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

INFANTS AND TODDLERS FAMILY SERVICES ASSISTANT

POSITION: Infants and Toddlers Family Services Assistant – Grant Funded

REPORTS TO: Infants and Toddlers Program Director

LOCATION:

NATURE OF WORK:

This person will provide service coordination for eligible children receiving early intervention services through the St. Mary's County Infants and Toddlers Program. Duties include support to child and family focused teams, linkage to community resources, monitoring of service provision, scheduling and facilitating meetings, supporting programmatic goals.

ESSENTIAL FUNCTIONS:

- Provides overall case management and service coordination for children and families participating in the program; coordinates services, conducts home visits, schedules and facilitates IFSP meetings, attends IEP meetings, and maintains accurate and complete early intervention files;
- Supports children newly referred and newly eligible for early intervention services; finalizes IFSP documents and facilitates assignment of service providers and service coordinator;
- Supports families during periods of transition; provides families with information about community and school-based opportunities, submits appropriate paperwork and documentation for consideration of preschool special education services, and informs families of the MD Extended IFSP when applicable;
- Completes and submits Medical Assistance paperwork associated with the provision of service coordination for children receiving early intervention services through an IFSP;
- Creates and fosters partnerships with community organizations to support and enrich the experiences of the children and families receiving early intervention services;
- Connects families with resources and wrap-around services as needed;
- Maintains confidential information in accordance with federal, state and local requirements;
- Partners with various SMCPS departments and offices;
- Utilizes technology to perform tasks;
- Maintains integrity and confidentiality;
- Reports to work daily and on time; and
- Projects a positive image of the school to the school community and the public.

DUTIES AND RESPONSIBILITIES:

- Updates, tracks, and maintains programmatic databases; data entry for the MD Online IFSP, generating and analyzing monthly compliance reports, and maintenance of local offline databases;
- Completes and submits Medical Assistance paperwork associated with the provision of service coordination for children receiving early intervention services through an IFSP;
- Creates and fosters partnerships with community organizations to support and enrich the experiences of the children and families receiving early intervention services; and
- Performs other work related duties as assigned.

QUALIFICATIONS:

- Associates Degree from an accredited college or university in a related field, or 60 credit hours post-secondary education in a related field, or 2 years successful work experience in a similar role;
- Knowledge of and ability to work in partnership with community agencies and programs outside of SMCPs;
- Ability to communicate courteously and tactfully with students, teachers, parents, and the general public;
- Proficient in the use of Microsoft Office software and other related computer technology;
- Excellent interpersonal and oral/written communication skills;
- Ability to work under a minimum amount of supervision;
- Ability to project a positive image to the public;
- Excellent planning and organizational skills; and
- Current and valid driver's license and dependable transportation.

TERM OF EMPLOYMENT:

Full-time eleven-month position. The availability of this position each year is dependent upon grant funding.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for eleven-month seven hour employees – Range 17.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP