

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

JUDY CENTER EARLY CHILDHOOD LIAISON

POSITION: Judy Center Early Childhood Liaison – Grant Funded

REPORTS TO: Executive Director of Supplemental Programs, Judy Center Coordinator

LOCATION: Judy Center at George Washington Carver Elementary School

NATURE OF WORK:

This position is responsible for assisting the Judy Center Specialist, Family Service Specialist and Program Assistant with the implementation and operation of various programs and services provided to Judy Center children and their families at George Washington Carver Elementary School.

ESSENTIAL FUNCTIONS:

- Provides opportunities to support parenting skills and developmental activities in the home to promote school success;
- Encourages Informal Child Care Providers to engage in school readiness activities with children;
- Communicates with families about involvement opportunities, academic opportunities and school-family partnerships;
- Collaborate closely with principals, parent liaison and school secretaries on Judy Center activities planned;
- Document event and service participation of Judy Center families;
- Assists in the development of new programs;
- Maintains integrity and confidentiality; and,
- Performs other duties as assigned.

DUTIES AND RESPONSIBILITIES:

- Schedule parenting events and support meetings;
- Plan parent education and home support activities;
- Assist with conducting parent satisfaction surveys;
- Provide weekly playgroups in the community setting;
- Collaborate with Informal Providers to implement school readiness activities;
- Provide mentoring and tutoring to children in Pre-K 3 and 4; and
- Attend Judy Center activities including periodic evening and weekend events.

QUALIFICATIONS:

- Associates Degree with experience in Early Childhood Education or successful completion of the Para Pro Assessment;
- Three to five years demonstrated knowledge of early childhood development and appropriate curriculum for children birth through age five preferred;
- Demonstrate effective communication skills both orally and in writing;
- Spanish language skills preferred;
- Basic working knowledge of office technology, including office equipment and software;
- Ability to communicate courteously and tactfully with students, teachers, parents, and the community;
- Ability to be versatile in job responsibilities;
- Ability to work independently with minimal supervision;
- Ability to maintain sensitive and confidential records and information; and,

- Ability to take direction.

TERM OF EMPLOYMENT:

Full-time twelve-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 twelve-month seven hour employees – Range 21.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP