

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

JUDY CENTER PROGRAM ASSISTANT

POSITION: Judy Center Program Assistant

REPORTS TO: Executive Director of Supplemental School Programs

LOCATION: Green Holly and George Washington Carver Elementary Schools

**NATURE OF WORK:**

This position is responsible for assisting the Judy Center Specialist and Family Service Specialist with the implementation and operation of various programs and services provided to Judy Center children and their families.

**ESSENTIAL FUNCTIONS:**

- Communicates with families about involvement opportunities, academic opportunities, and school-family partnerships;
- Collaborate closely with principals and school secretaries on Judy Center activities planned in their schools;
- Attend and record minutes of Steering Committee meetings and Case Management meetings;
- Prepare monthly calendar of events for parents and partners;
- Document event and service participation of Judy Center families; and
- Assists in the development of new programs.

**DUTIES AND RESPONSIBILITIES:**

- Serve as central telephone coordinator for all Judy Centers. Answer calls for the Judy Center and ensure calls are referred to the appropriate person. It is very important to our mission that parents/other callers be provided with exemplary customer service; therefore, callers are not given other numbers to call themselves, rather, the Program Assistant connects callers with appropriate staff member or takes a message to have the appropriate person call them back as soon as possible if they are not available.
- Create flyers, brochures and other marketing materials, and make copies and distribute materials, including mailing Judy Center literature and marketing materials.
- Schedule speakers/trainers for workshops and other training opportunities, including arrangements for space, equipment and other materials the trainer needs.
- Assist Family Service Specialist in greeting families during arrival and dismissal times at the schools, and calling families to remind them of events and to encourage them to participate.
- Assist Family Service Specialist with home visits as needed;
- Schedule parenting events and support meetings;
- Maintain log of parent and child participation;
- Assist with ordering supplies and materials;
- Assist with the analysis of parent, partner, and staff surveys; and
- Other duties as assigned.

**QUALIFICATIONS:**

- High School Diploma; additional coursework or degree preferred;
- Excellent organizational and record keeping skills;
- Ability to communicate effectively both written and orally;
- Ability to communicate courteously and tactfully with students, teachers, parents, and the general public;

- Ability to be versatile in job responsibilities;
- Ability to work under minimal supervision; and
- Ability to project a positive image to the public.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 19.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP