

ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT CERTIFICATED POSITION DESCRIPTION

PUPIL PERSONNEL WORKER

POSITION: Pupil Personnel Worker

REPORTS TO: Director of Student Services

LOCATION: Student Services Based with School Assignments

NATURE OF WORK:

ESSENTIAL FUNCTIONS:

- Serve as the liaison between the school, home, community, service agencies, organizations, and juvenile/circuit court in order to best meet the needs of the student;
- Help to resolve conflicts between the school, home, and/or between other service providers;
- Develop, coordinate, and conduct programs and workshops to meet the needs of school staff;
- Serve as a crisis intervention specialist helping to resolve problems;
- Serve as the primary representative of the school system regarding essential home visitation; and
- Provide students and families with safe and responsible transportation to critical meetings and appointments.

DUTIES AND RESPONSIBILITIES:

- Assists students through individual and group processes to assume responsibility for their actions, to achieve self-understanding, and to resolve conflict;
- Assists parents and school staff in providing for the students' basic needs;
- Initiates and coordinates intervention actions with students who have been identified as being excessively absent from school;
- Visits students' homes and consults with parent(s) or legal guardian(s);
- Provides emergency transportation assistance to students and their families as it relates to supporting the students' ability to be successful in school;
- Assists other educators in the identification of students with adjustment challenges and helps them in solving the problem;
- Serves as the primary system contact between the school, home, community, service agencies, organizations, and juvenile/circuit court in order to best meet the needs of students;
- Collects and analyzes all available information regarding students, such as cumulative records, confidential reports, and reports findings in various student centered committee meetings;
- Provides intervention, consultation, and follow-up services in a variety of situations as needed;
- Participates in staff meetings and workshops to keep apprised of new or changed policies and resources;
- Monitors students who are receiving home instruction, including semi-annual reviews;
- Arrange and monitor students who are receiving alternative education programs and home/hospital teaching;
- Assist in the implementation of Positive Behavioral Interventions and Supports (PBIS) and Multi-Tiered Systems of Support (MTSS) in order to develop more effective learning climates;
- Interprets school policies and procedures for the system, parent(s) or legal guardian(s), students, and community;
- Serves as a crisis intervention specialist when responding to a school emergency;
- Prepares a verbal and written student performance history in all pre-expulsion and expulsion hearings;
- Provides professional development relative to legal requirements, policy, and behavioral interventions;
- Monitors student records for accuracy and completeness;

- Assists in the preparation of juvenile justice reports;
- Assists with the review and revision of student policies and the student handbook;
- Coordinates student services programs as assigned; and
- Performs other duties as assigned.

QUALIFICATIONS:

- Possess a master's degree with certification as a pupil personnel worker, preferred;
- Knowledge of the principles and practices of counseling as applied to children and the school situation;
- Knowledge of school system organization and operation; and
- Ability to communicate effectively and to gain the confidence and cooperation of students, parent(s)/legal guardian(s), school staff, and community agencies.

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC salary schedule (#1) for ten-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC