

**ST. MARY'S COUNTY PUBLIC SCHOOLS  
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION**

**GRANT FUNDED TITLE I ELEMENTARY STUDENT, FAMILY, AND STAFF ENGAGEMENT  
SUPERVISOR**

**POSITION:** Grant Funded Title I Elementary Student, Family, and Staff Engagement Supervisor (SFSES)

**REPORTS TO:** Executive Director of Supplemental School Programs

**LOCATION:** Title I Schools, Department of Supplemental School Programs

**NATURE OF WORK:**

This administrative position provides support to students, families, and school based staff at Title I schools to foster a whole child approach to improving student success.

**ESSENTIAL FUNCTIONS:**

**DUTIES AND RESPONSIBILITIES:**

- Provide onsite student support, mentoring, coaching, and family support to identified students, their families, and the school staff;
- Work with principal to observe students and staff; to provide support and create alternative strategies to foster academic success;
- Schedule, structure, and lead small group positive behavioral interventions for identified students at each Title I school;
- Actively participate in PST/IEP/PLC meetings for students at identified grade level or on case load;
- Provides training, mentoring, coaching for teachers and staff on positive relationship building and meaningful student accountability;
- Make home visits and work collaboratively with parents and serve as a parental advocate and school system liaison for identified students;
- Plan and support student transition with students and families to middle school;
- Collaborate with Title I principals and staff, central office staff as needed;
- Work collaboratively with MSDE and the Executive Director of Supplemental School Programs to align work with the Family Engagement Framework in the Title I Office at MSDE;
- Prepare surveys and reports as requested;
- Document time and activity;
- Complete staff observations and assist with evaluations;
- Maintain accurate records, up to date schedules, and required support documentation; and
- Other duties as assigned.

**QUALIFICATIONS:**

- Administrator I or II endorsement required;
- Minimum 3 years as an Assistant Principal or Principal;
- Title I experience required; and
- Elementary and middle school experience preferred.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this EXEMPT position will be based on SMASA salary schedule (#5) for eleven and twelve-month employees – Range E.

**BARGAINING UNIT ELIGIBILITY: SMASA**