

# 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:** Chief of Equity, Engagement and Early Access

**LOCATION:** Title I Schools, Department of Equity, Engagement and Early Access

### 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 for eleven and twelve-month employees – Range C.

**BARGAINING UNIT ELIGIBILITY: SMASA**