



Pupil Personnel Worker

Terms of Employment: 11-months

Exemption Status: Exempt

Salary: \$77,467 – \$99,979

EACC Scale: A3 Grade: PPSP

EDUCATION, WORK EXPERIENCE AND QUALIFICATIONS

- Master's Degree in one of the following: pupil personnel, counseling, guidance services, early childhood, elementary or secondary education, human growth and development, sociology, social work, psychology, special education or administration and supervision.
- In addition to or as part of the above Master's Degree, twenty-one (21) semester hours of graduate credit or state approved CPDs selected from at least seven of the following eight areas: in school law, counseling methods, early childhood or adolescent psychology, multicultural issues, family systems/dynamics, abnormal psychology or juvenile delinquency, educational assessment interpretation and delivery of pupil personnel services and programs.
- Hold or be eligible for a Maryland Professional Certificate with an endorsement as a Pupil Personnel Worker.
- Three years of satisfactory teaching experience, or at the recommendation of the local superintendent, two years of related experience may be substituted for 2 years of teaching experience; and
- Three semester hours of credit or state CPDs in inclusion of special-needs student populations.
- Must have and maintain a valid driver's license.
- Experience in working with parents and community agencies in providing services for students.
- Evidence of exemplary human relations and organizational skills.

ESSENTIAL JOB FUNCTIONS

- Acts as the primary liaison between public and private agencies and organizations to obtain services for students and their families.
- Serves as a student advocate in all matters that deal with the student's right to a free and equitable education.
- Conducts home visitations as a means of conferring with parents in order to assess the nature and extent of a student's school/social adjustment problems.
- Provides emergency support to the schools in dealing with crisis situations.
- Provides comprehensive case management for referred students.
- Serves as a resource and consultant to school personnel in matters of child safety, laws, local policies and procedures, alternative programming, school climate, and working with dysfunctional families.
- Works with parents, students, teachers, and administrators, local, state and federal agencies that provide services for school-age students in an effective and efficient manner.
- Determines when cases should be referred to Juvenile Court, District Court, and the Department of Juvenile Services.
- Compiles and explains supportive statistical data as it may influence educational policies and practices including suspensions, irregular attendance and court referrals.

- Participates with Student Services Team members in providing a multidisciplinary approach solving the problems of children.
- Conducts and coordinates in-service professionals.
- Manages sensitive confidential information on a daily basis.
- Consults with community agencies and cooperates in case planning.
- Serves as a liaison with courts and law enforcement agencies.
- Provides school personnel with pertinent information regarding out-of-school life of children and assists in evaluating the impact of home/community factors on the student's school progress.
- Provides direct services to students with attendance, health, behavior, family or home problems.
- Explicates student personnel services to the community whenever appropriate.
- Participates in system-wide workshops, conferences and meetings, etc.
- Interprets to parents the functions and objectives of Charles County Public Schools.
- Conducts casework involving an individualized approach to helping the student.
- Procures appropriate medical assistance, health and welfare services through community organizations.
- Knows and implements the procedures for dealing with school-related crises.
- Acts as a consultant and resource person in the study and resolution of student problems in the school, home and community.
- Represents the student's best interest in school and county conferences.
- Interprets the policies and procedures of Charles County Public Schools.
- Assists in securing home teaching for eligible students.
- Participates in the IEP process when appropriate.
- Acts as the student advocate in suspension and CIEP hearings.
- Transports students and parents.
- Other duties as assigned.

ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear.

Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however, this may be the only notice for this position during the noted advertisement period.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 coordinator (employees/ adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.