



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

**NOTICE OF VACANCY
(DATE OF POSTING)**

POSITION: MCKINNEY-VENTO LIAISON SPECIALIST, 11-MONTH, PART-TIME

LOCATION: Department of Student Services

JOB SUMMARY: The Homeless Education Liaison will facilitate and conduct programs to support the needs of students experiencing homelessness to ensure the delivery of mandated services to facilitate students' enrollment and access to appropriate education. The liaison interprets laws relating to students experiencing homelessness, works to develop intervention strategies, monitors student progress and links students and families with community agencies and services. Assist parents in optimizing the ability to advocate for themselves and their children to build capacity for strong parental involvement to enhance student achievement.

REPORTS TO: Director of Student Services and Title I Supervisor

KNOWLEDGE, ABILITIES AND SKILLS: (These are pre-employment knowledge, abilities and skills that apply to the Essential Job Functions.) At the time of application, the candidate must:

1. Hold a Bachelor's Degree in one of the following areas: education, human service, public administration, family counseling, social work, psychology/sociology or five years' experience in a similar background.
2. Demonstrate skills in working with culturally diverse communities/families and the ability to be culturally sensitive and appropriate.
3. Demonstrate knowledge in the use of technology, including Microsoft Office.
4. Demonstrate familiarity with data collection, analysis and reporting.
5. Demonstrate highly effective skills in organizational, written and oral communication.
6. Demonstrate the ability to establish productive relationships with students, teachers, staff, central office personnel, parents, community agencies and community members.
7. Demonstrate knowledge of organizational communication, public relations and community relationships.
8. Demonstrate skills in human relations, leadership and conflict management.
9. Such alternatives to the above qualifications as the Calvert County Public Schools (CCPS) may find appropriate and acceptable.
10. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Interprets laws relating to students experiencing homelessness, ensures delivery of mandated services and assists with implementation of grant requirements related to Title VII-B of the McKinney-Vento Homeless Assistance Act by completing all reports.
2. Serves as a liaison between schools and such agencies/facilities as homeless shelters, social services, health department and law enforcement to coordinate assistance for students experiencing homelessness and the Maryland State Department of Education.
3. Conducts training to school staff on the McKinney-Vento Homeless Assistance Act and Title I regulations as they relate to the appropriate population; and recommends strategies for supporting the needs of these students.
4. Maintains necessary records ensuring confidentiality of students and their families and prepares related reports.
5. Assists with the collection and analysis of data and the creation of reports.
6. Makes school visits to confer with school staff regarding students' progress and welfare to assist with social adjustment and transition.
7. Attends regional and state McKinney-Vento and Title I meetings and trainings.
8. Works to increase community awareness and partnerships by offering and performing McKinney-Vento trainings to community organizations and businesses.

9. Provides advocacy services by working collaboratively with other levels of government, community organizations, local and regional resources, and private resources to effectively coordinate CCPS efforts to serve homeless students and their families.
10. Provide public notice of the educational rights of students in a homeless situation by disseminating information where children and youth receive services.
11. Ensures enrollment disputes are mediated in accordance with the Enrollment Disputes section of the McKinney-Vento Act.
12. Meet with unaccompanied youth across the county on a regular basis.
13. Thinks, concentrates and interacts positively with others.
14. Comes to work promptly every day.
15. Works under stress and meets all deadlines.
16. Performs other duties as assigned.

PHYSICAL DEMANDS: Position requires significant periods of standing and walking.

UNUSUAL DEMANDS: May be subject to a flexible work schedule

TERMS OF EMPLOYMENT: Eleven (11) month, 0.50 FTE position (3.5 hr/day) and salary commensurate with qualifications and experience applied to the current Calvert County Public Schools salary schedule for Grade 28 (\$30.35/hr).

FLSA STATUS: Non-Exempt.

EVALUATION: Performance will be evaluated annually in accordance with the policy on evaluation as established by the Calvert County Public Schools.

EFFECTIVE DATE OF POSITION: Immediate vacancy.

APPLICATION PROCEDURE: Application deadline is (insert date).

- Option 1: **Current Calvert County Public Schools support employees** need to submit interest via AppliTrack.
- Option 2: Interested **candidates who are not currently employed by Calvert County Public Schools, including current substitutes**, must submit a completed application thru AppliTrack, including a minimum of three references with their e-mail addresses via our website www.calvertnet.k12.md.us. References must be directly related to work experience and must include current immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
 - Director of Human Resources
- 410-535-1700

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Ms. Kimberly Roof
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Ms. Laveeta Hutchins
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocras.ed.gov> or call 1-800-421-3481.