

SSS: District Military Liaison

<u>Reports to:</u>	Director for Student Support Services
<u>Supervises:</u>	None
<u>Term of Employment:</u>	10 months/100%
<u>Salary:</u>	State Salary Schedule plus local supplement
<u>FLSA Exempt/Non-Exempt:</u>	Exempt

- Qualifications:**
- **Bachelor’s degree required/Master’s degree in Education, Social Work, or Counseling preferred**
 - **Eligible for NCDPI licensure in school counseling, school social work, school psychology, or teaching**
 - **Experience working with the military community and clear understanding of problems, issues, and needs of military-connected children related to K-12 education**
 - **Current or former military-connected family member or veteran preferred**

Essential Job Functions:

- Works with schools and various departments within the district to produce materials and programs targeting and in support of military families including behavior health support
- Coordinates and supports efforts to assess needs, builds awareness of resources, and connects military students and families with supportive solutions to meet their needs
- Works with outside agencies and organizations, both military and civilian, to help ensure a network of support is in place for military families
- Serves as the primary point of contact for military families concerning school-related matters and transition support
- Assists military families with school-related issues and connects students and parents with information, resources, and people to help meet their needs
- Assists/prepares budgets, coordinates with other departments or agencies to assure maximum services, and maintains records/reports/inventories in accordance with local, state, and federal policies
- Shares information about programs with various stakeholders, serves as a liaison when appropriate between the school system and other agencies pertaining to military families
- Gathers and analyzes program evaluation data related to military-connected students
- Coordinates and conducts professional development activities for staff related to the support of military students and families
- Makes presentations to MCS staff, advisory councils, and outside groups as needed regarding the support of military students and families
- Provides short-term behavioral health support to military-connected students as needed
- Assists high school students with military-related scholarships
- Oversees the annual distribution, collection, and submission of annual federal Military Impact Aid Surveys in order to secure federal funding in support of military families
- Oversees the administration of the annual Army Youth Programs in Your Neighborhood (AYPYN) grant at participating schools to include collecting and submitting required annual documentation, program development support, and budgeting of grant funds

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- Oversees and supports the Student to Student (S2S) and Junior Student to Student (JS2S) programs which support the needs of military students at participating middle and high schools
- Coordinates, attends meetings, and works with members of the district Military Family Council to improve the support provided by the district to military families
- Coordinates and organizes an annual Military Family Forum event for MCS staff, principals, teachers, parents, students, and community members in order to discuss and elicit feedback related to areas of strength and concern regarding support provided for military families
- Ensures district and school compliance with the Military Interstate Compact
- Performs other duties and responsibilities as assigned by supervisor

Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- operate a variety of equipment including computers, copiers, overhead projectors, and data projectors
- operate a motor vehicle
- compare, interpret, analyze and generate data and apply basic principles of statistics
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- respond appropriately to inquiries of complaints
- use tact and courtesy when working and dealing with the community
- read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, proposals, contracts, policies, charts, spreadsheets, curriculum documents, staff development plans, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- speak before groups of people with poise, voice control and confidence
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- deal with abstract and concrete variables
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- hear, speak, read, record and explain information, communication, and procedures
- perform basic math functions to understand and interpret data, to balance budgets
- deal fairly with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situations