

## **Student Services Roles & Responsibilities**

### **School Psychologists:**

1. Meet with students over the summer and into the fall to complete the backlog of needed Face-to-Face assessments
2. Collaborate with other student support services staff to create professional development activities for faculty and student re-entry with a focus on socio-emotional and mental health needs.
3. Check-in with emotionally vulnerable students as they return to school to assess their level of functioning.
4. Consult with student service and Individualized Education Program (IEP) teams to identify students in need of supportive counseling and provide the service.
5. Consult with IEP teams and 504 teams to adapt student intervention/support plans to meet emerging student needs.

### **Health Services:**

1. Ensure 100% compliance with Parent Acknowledgement Letters for all attendees; file appropriately
2. Care for acute and chronic health concerns of attendees
3. Provide monitoring and surveillance of COVID-19 or COVID-19 like illnesses
  - a. Enforce quarantine/isolation guidelines as directed by the Maryland Department of Health (MDH)/Harford County Health Department (HCHD)
  - b. Partner with HCHD to assist with contact tracing
  - c. Facilitate line lists at each site to monitor outbreaks
4. Ensure immunization compliance of all attendees; work with families to secure needed vaccines
5. Provide professional development to all Learning Support Center staff
  - a. Public health safety measures- i.e. social distancing, proper use of fabric face coverings, handwashing
  - b. Appropriate use of health suite
  - c. Individual health care needs of students with chronic health care concerns
    - i. Emergency Action Plans i.e. diabetes, seizures, asthma, anaphylaxis
    - ii. Evacuation Plans

### **Pupil Personnel Office:**

1. Delivery and mailing of learning materials
2. Support and Delivery of Food service
3. Manage home school enrollment, communications, and supervision
4. Provide homeless instruction and support
5. Process special enrollments

### **Title I Grant:**

1. Conduct grant monitoring and auditing to meet federal/state regulatory compliance
2. Conduct meetings, training and professional development

3. Provide grant fiscal management and oversight
4. Monitor student performance

**Counselors:**

1. Implement a comprehensive School Counseling Program designed to support the presenting needs of the school community.
2. Focus on the social emotional needs of students and staff, especially due to the prolonged closure during the COVID-19 pandemic.
3. Engage in recovery strategies and activities throughout the year in order to fully support students and staff as we begin to transition back.
4. College and career readiness will continue to be a focus as we work with students and staff for educational planning.

**Social Workers:**

1. Consult with IEP teams to review service plans, assess current student needs, and modify as necessary.
2. Provide individual and/or group counseling as prescribed by a student's IEP.
3. Provide individual and/or group counseling to assigned caseload.
4. Ongoing consultation with school-based staff members to assess needs of students and provide recommended services.
5. Consult with school-based teams to identify families in need of supportive services, contact families, make appropriate referrals.
6. Consult with school-based teams in the planning of specific Social-Emotional Learning (SEL) interventions to meet the needs of students as they return to campus.
7. Continue to expand knowledge of available and current community resources.
8. Collaborate with colleagues related to best practices when providing telehealth services.