**Maryland Access Point/MAP Coordinator**

**Grade: Hourly**

**FLSA: Non-Exempt**

**Date: 01/16**

**Job Summary:** Assist with thedevelopment and facilitation of the Race to the Top -Early Learning Challenge grant activities for the Department of Aging and Human Services, serving children birth to six years of age; performs other duties as assigned.

**Essential Functions:**

1. Convene the Early Childhood Advisory Council to oversee the implementation of state/federal recommendations for school readiness, including Race To The Top grant implementation;
2. Coordinate the implementation of associated strategies;
3. Prepare briefings and reports to elected officials and key stakeholders;
4. Attend local and state meetings when necessary;
5. Assist with additional special projects of the council;
6. Prepare and disseminate agendas, meeting minutes, notes and other correspondence to stakeholders;
7. Provide technical assistance to the council on Early Childhood issues and initiatives;
8. Coordinate and prepare any documentation for reporting purposes;
9. Act as a representative/liaison between council members and the community at the local and state levels;
10. Support members of the council's Steering Committee.

**Secondary Functions:**

1. Performs other duties as assigned within the specific Department.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Knowledge of the procedures and practices of case file preparation and the preparation of documents;
3. Ability to effectively communicate with other staff in a courteous manner;
4. Ability to conduct research and maintain accurate records;
5. Must possess working knowledge of Microsoft Word and Excel;
6. Ability to maintain confidentiality.

**Education and Experience:**

1. Bachelor’s in Early Childhood Education or equivalent;
2. Five years or more of related early childhood experience;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings and training rooms.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date