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## **BSAP Achievement Liaison Secondary**

*A complete application and all application materials, including reference surveys, must be received by **January 2, 2018**.*

### **DESCRIPTION**

The Black Student Achievement Program (BSAP) Secondary Achievement Liaison is employed through the Howard County Public School System and is assigned to one or more specific schools. Under the guidance of the BSAP Specialist, the person in this position collaborates with students, staff, families, and community members to accelerate the academic achievement of all African American students.

### **ESSENTIAL JOB FUNCTIONS**

- Supports African American students and their families in the Howard County Public School System
- Serves as a communication link between school staff and African American students and their families
- Monitors the progress of all African American students, in collaboration with school staff, to ensure their placement in appropriate programs, in order to accelerate their academic achievement
- Monitors the behavioral data of all African American students, in collaboration with school staff, in order to increase positive learning behaviors and ensure student achievement
- Educates the school community towards a deeper understanding of African American students and their families
- Facilitates the involvement of African American families in the educational process
- Collaborates with non-profits and government agencies to support African American students and their families
- Conducts Parent Information Meetings in collaboration with Special Education and Student Services and curricular programs such as the beyond school day and year programs, Title I program, and GT program.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

## QUALIFICATIONS

**Applicants must meet all of the qualifications listed below to be considered for the vacancy. Use the application, letter of introduction, and resume to specifically address each qualification.**

- Bachelor's degree in education, a social science, or a related field
- Experience working with African American Secondary students, and their families, in the United States
- Excellent written and oral communication skills
- Basic computer literacy
- Ability to work collaboratively with people of different backgrounds.

## SALARY

This is a 10-month position, Grade 20 on the Central Office Technical Salary Scale. The current salary range for this position begins at \$31,182. Salary placement will be in conjunction with the salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

## APPLICATION

A complete online application and all application materials, including **three** reference surveys, must be submitted by January 2, 2018.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors
- Current salary

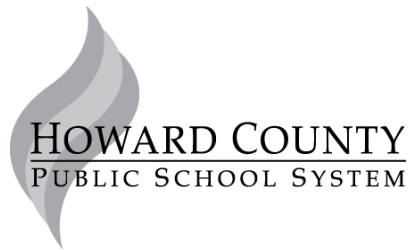
## **ADDITIONAL INFORMATION**

There will be a pre-screening of applicant credentials before inviting candidates in for an interview. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

**Only applicants who submit all of the application materials by the closing date of the vacancy will be considered for this position.**

*Equal opportunity employer*

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.



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**BLACK STUDENT ACHIEVEMENT PROGRAM ACHIEVEMENT LIAISON**  
**Elementary**

*A complete application and all application materials, including three reference surveys, must be received by October 9, 2017.*

**DESCRIPTION**

The Black Student Achievement Program Elementary Achievement Liaison is employed through the Howard County Public School System and is assigned to one or more specific schools. The person in this position is supervised by a school-based administrator and trained by the BSAP office staff in the Department of Student, Family, and Community Services. In collaboration with the Black Student Achievement Program Specialist, the Elementary Academic Liaison works closely with school partners to assist in developing proficiency in reading and mathematics, improve performance on state tests, and increase college opportunities for African American students.

**ESSENTIAL JOB FUNCTIONS**

- Supports African American students and families in HCPSS.
- Collaborates with school staff to meet the requirements of Goals 1 - 4 of the HCPSS as it pertains to African American students and their families.
- Facilitates the involvement and engagement of African American families in the educational process.
- Collaborates with national, state and community organizations to better serve African American students and their families.
- Collects, maintains, and analyzes data and data trends for African American students.
- Monitors academic progress of African American pre-K – grade 2 students.
- Conducts Parent Information Meetings in collaboration with GT, Special Education, and Title I.
- Coordinates and facilitates special initiatives (Black Saga, MESA).

This job description is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

## QUALIFICATIONS

**Applicants must meet the following qualifications to be considered. Use the application, letter of introduction, and resume to specifically address each qualification. Applicants who do not meet all qualifications will not be considered for the position.**

- Bachelor's degree in education, social studies, or a related field.
- Experience working with African American students, and their families.
- Excellent written and oral communication skills.
- Efficient computer literacy (word, excel, internet).
- Demonstrated experience working collaboratively with people of different backgrounds.
- Demonstrated experience connecting with and motivate on, above, below grade level students.
- Commitment to impact upon the academic achievement of all students through effective home, school, and community partnerships.

## SALARY

This is a 10-month per year position on the Central Office Technical Salary Scale, Grade 20. The current salary range for this position starts at \$31,182. Salary will be determined by actual relevant experience and in conjunction with salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

## APPLICATION

A complete application and all application materials, including reference surveys, must be received in a timely fashion.

Please be sure to include the following in your online application, letter of introduction, and resume:

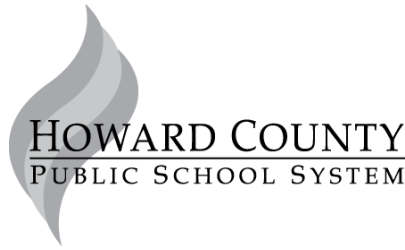
- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors
- Current Salary

## ADDITIONAL INFORMATION

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

**Only applicants who submit all of the application materials, with the requested information, by the closing date of the vacancy will be considered for this position.**

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## **Hispanic Achievement Liaison Elementary**

*A completed application includes all application materials and three supervisory references.*

*This position closes on **September 14, 2017**.*

*Applicants are encouraged to submit their materials in a timely fashion.*

### **DESCRIPTION**

The Hispanic Achievement Liaison is employed through the Howard County Public School System and is assigned to one or more specific schools. Under the guidance of the Hispanic Achievement Specialist, the person in this position collaborates with students, staff, families, and community members to accelerate the academic achievement of all Hispanic students.

### **ESSENTIAL JOB FUNCTIONS**

- Supports Hispanic students and their families in the Howard County Public School System
- Serves as a communication link between school staff and Hispanic students, and their families
- Monitors the progress of all Hispanic students, in collaboration with school staff, to ensure their placement in appropriate programs, in order to accelerate their academic achievement
- Monitors the behavioral data of all Hispanic students, in collaboration with school staff, in order to increase positive learning behaviors and ensure student achievement
- Educates the school community towards a deeper understanding of Hispanic students and their families
- Facilitates the involvement of Hispanic families in the educational process
- Collaborates with non-profits and government agencies to support Hispanic students and their families
- Interprets and does short translations as needed
- Conducts Parent Information Meetings in collaboration with Special Education and Student Services and curricular programs such as the beyond school day and year programs, Title I program, and GT program.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

## QUALIFICATIONS

**Applicants must meet all of the qualifications listed below to be considered for the vacancy. Use the application, letter of introduction, and resume to specifically address each qualification.**

- Bachelor's degree in education, a social science, or a related field
- Experience working with Hispanic families in the United States
- Fluent written and oral communication skills in English and in Spanish
- Basic computer literacy
- Ability to work collaboratively with people of different backgrounds.

## SALARY

This is a 10-month position, Grade 20 on the Central Office Technical Salary Scale. The current salary for this position begins at \$31,182. Salary placement will be in conjunction with the salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

## APPLICATION

A complete online application and all application materials, including **three** reference surveys, must be submitted by September 14, 2017.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors
- Current salary

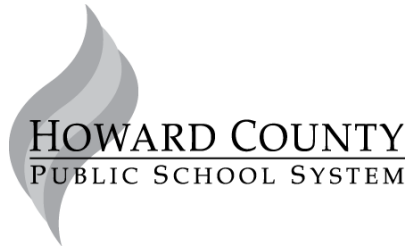
## ADDITIONAL INFORMATION

There will be a pre-screening of applicant credentials before inviting candidates in for an interview. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

**Only applicants who submit all of the application materials by the closing date of the vacancy will be considered for this position.**

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## **Hispanic Achievement Liaison Secondary**

*A complete application and all application materials, including reference surveys, must be received by **August 29, 2017**.*

### **DESCRIPTION**

The Hispanic Achievement Liaison is employed through the Howard County Public School System and is assigned to one or more specific schools. Under the guidance of the Hispanic Achievement Specialist, the person in this position collaborates with students, staff, families, and community members to accelerate the academic achievement of all Hispanic students.

### **ESSENTIAL JOB FUNCTIONS**

- Supports Hispanic students and their families in the Howard County Public School System
- Collaborates with school staff to meet Goals 1-3 of the HCPSS *Vision 2018: Fulfilling the Promise of Preparation* as it pertains to Hispanic students and their families
- Serves as a communication link between school staff and Hispanic students, and their families
- Monitors the progress of all Hispanic students, in collaboration with school staff, to ensure their placement in appropriate programs, in order to accelerate their academic achievement
- Monitors the behavioral data of all Hispanic students, in collaboration with school staff, in order to increase positive learning behaviors and ensure student achievement
- Educates the school community towards a deeper understanding of Hispanic students and their families
- Facilitates the involvement of Hispanic families in the educational process
- Collaborates with non-profits and government agencies to support Hispanic students and their families
- Interprets and does short translations as needed
- Conducts Parent Information Meetings in collaboration with Special Education and Student Services and curricular programs such as the beyond school day and year programs, Title I program, and GT program.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.



## QUALIFICATIONS

**Applicants must meet all of the qualifications listed below to be considered for the vacancy. Use the application, letter of introduction, and resume to specifically address each qualification.**

- Bachelor's degree in education, a social science, or a related field
- Experience working with Hispanic secondary students, and their families, in the United States
- Fluent written and oral communication skills in English and in Spanish
- Basic computer literacy
- Ability to work collaboratively with people of different backgrounds.

## SALARY

This is a 10-month position, Grade 20 on the Central Office Technical Salary Scale. The current salary range for this position begins at \$31,182. Salary placement will be in conjunction with the salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

## APPLICATION

A complete online application and all application materials, including **three** reference surveys, must be submitted by August 29, 2017.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors
- Current salary

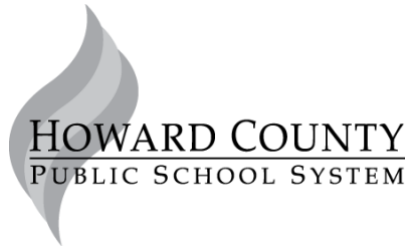
## **ADDITIONAL INFORMATION**

There will be a pre-screening of applicant credentials before inviting candidates in for an interview. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

**Only applicants who submit all of the application materials by the closing date of the vacancy will be considered for this position.**

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### **International Achievement Liaison**

*A completed application includes all application materials and three supervisory references.*

*This position is posted until filled, with an initial screening date of **July 27, 2015**.*

*Applicants are encouraged to submit their materials in a timely fashion.*

### **DESCRIPTION**

The International Achievement Liaison is employed through the Howard County Public School System and is assigned to one or more specific schools. Under the guidance of the International Student and Family Services Specialist, the person in this position collaborates with students, staff, families, and community members to accelerate the academic achievement of all International students.

### **ESSENTIAL JOB FUNCTIONS**

- Supports International students and their families in the Howard County Public School System
- Collaborates with school staff to meet Goals 1-3 of the HCPSS *Vision 2018: Fulfilling the Promise of Preparation* as it pertains to International students and their families
- Serves as a communication link between school staff and International students, and their families
- Monitors the progress of all International students, in collaboration with school staff, to ensure their placement in appropriate programs, in order to accelerate their academic achievement
- Monitors the behavioral data of all International students, in collaboration with school staff, in order to increase positive learning behaviors and ensure student achievement
- Educates the school community towards a deeper understanding of International students and their families
- Facilitates the involvement of International families in the educational process
- Collaborates with non-profits and government agencies to support International students and their families
- Interprets and does short translations as needed
- Conducts Parent Information Meetings in collaboration with Special Education and Student Services and curricular programs such as the beyond school day and year programs, Title I program, and GT program
- Welcomes newcomer International students and families and assists in accessing available school services.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

## QUALIFICATIONS

**Applicants must meet all of the qualifications listed below to be considered for the vacancy. Use the application, letter of introduction, and resume to specifically address each qualification.**

- Bachelor's degree in education, a social science, or a related field
- Experience working with International families in the United States
- Fluent written and oral communication skills in English and one of the Chin languages (Hakka or Zophei)
- Basic computer literacy
- Ability to work collaboratively with people of different backgrounds.

## SALARY

This is a 10-month per year position on the Central Office Technical Salary Scale, Grade 20. The current salary range for this position starts at \$29,972. Salary will be determined by actual relevant experience and in conjunction with salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

## APPLICATION

A complete online application and all application materials, including **three** reference surveys, must be submitted by July 27, 2015.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors
- Current salary

## ADDITIONAL INFORMATION

There will be a pre-screening of applicant credentials before inviting candidates in for an interview. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

**Only applicants who submit all of the application materials by the closing date of the vacancy will be considered for this position.**

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