

10910 Clarksville Pike • Ellicott City, Maryland 21042• 410-313-6600 • www.hcpss.org

Specialist for Student Reassignment and Residency

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

*This position is posted until filled, with an initial screening date of* ***July 14, 2018.***

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

**DESCRIPTION**

Working under the direction and support of the Executive Director for Program Innovation and Student Well-being, and the Coordinator of Pupil Services, the Specialist for Student Reassignment and Residency will act as the Superintendent’s designee for hearing residency appeals, will provide oversight and management for residency compliance, and will be responsible for reviewing, gathering information, and processing student reassignment requests.

**ESSENTIAL JOB FUNCTIONS**

* Acts as the Superintendent’s designee for residency appeals and determining student withdrawals
* Prepares appeal documents for the Board of Education, as needed
* Implements policies and procedures related to enrollment, residency, and student reassignment to ensure compliance
* Acts as the school system’s representative for researching, evaluating, and addressing reassignment requests, concerns, and issues
* Assists with professional development of school-based staff responsible for student records and enrollment information
* Conducts audits of student records for residency documentation
* Schedules and facilitates residency appeal conferences
* Collaborates with Pupil Personnel Workers and the HCPSS Security Coordinator on residency concerns and issues
* Communicates with staff, parents, and community regarding residency concerns and requests
* Regularly reviews and updates reassignment and residency forms, documents, and letters
* Tracks and records residency and student reassignment information in the HCPSS student records system
* Monitors, tracks, and records multiple family residency information and documents

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

* Hold a Bachelor’s degree or have three years of work experience with evaluating, tracking, and interpreting school enrollment documents and residency records in a K-12 setting
* Knowledge of and demonstrated experience with relevant HCPSS policies, procedures, guidelines, and requirements for student enrollment, residency, and reassignment
* Demonstrated experience preparing for and participating in a hearing/conflict resolution setting
* Excellent written and oral communication skills in a professional setting
* Highly organized with professional experience in balancing and addressing multiple professional tasks and issues
* Proficiency in the use of technology, specifically Excel or other data-based programs and/or student management systems in a K-12 setting
* Excellent human relations, interpersonal skills, problem-solving and listening skills.

**PREFERRED QUALIFICATIONS:**

* Previous knowledge and experience using Synergy or other student management systems
* Successful professional experience working in a collaborative setting
* Demonstrated professional leadership experience in current position
* Knowledge of the goals of the Howard County Public School System and with the operations of the organization.

**SALARY**

This is a 12-month position, Group D 24 on the Administrative, Management and Technical Salary Scale. The salary range for this position begins at $72,000. 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 in a timely fashion.

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

**Only applicants who submit all of the requested information by the 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.