

Student Assistant Candidate Pool

ABOUT US

The Howard County Public School System (HCPSS) is one of the leading school systems in Maryland and the nation. To learn more about us and our [2024 -2029 Strategic Plan](#), please visit our [website](#) and our [careers page](#). Join our award-winning workforce and make a difference in the lives of our students!

DESCRIPTION

Working under the supervision of the principal and the direction of the teacher(s) or other professional, the Student Assistant assists students with disabilities who require direct adult supervision to access appropriate educational programs.

MINIMUM QUALIFICATIONS

Applicants must meet all qualifications below to be considered for the vacancy.

Education

- High School Diploma/GED Equivalent (**must scan and upload diploma or official transcript to online application**). Education completed outside the United States must be evaluated by an MSDE approved organization. For a list of approved vendors, please click [here](#).

PREFERRED QUALIFICATIONS

The ideal candidate for this role will also possess a combination of the additional qualifications below. If you don't meet every one of the preferred qualifications, we still encourage you to apply, as we welcome applications from candidates with diverse backgrounds and experiences.

- Experience working with students in a PK-12 setting.

ESSENTIAL POSITION RESPONSIBILITIES

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

- Implement instructional plans designed by professional staff.
- Facilitate student learning by implementing IEP adaptations and modifications which may include the use of assistive technology and adapted equipment.
- Actively support and facilitate student independence and participation in the educational program.
- Implement behavioral support plans for students.
- Collect data on goals and objectives and behavioral support plans.
- Communicate progress or concerns on a daily basis to the teacher or other professional who is

directing the Student Assistant's work.

- Monitor and facilitate student performance during activities such as lunch, recess, assemblies, breaks, transitions, etc.
- Facilitate the student's communication and social interaction throughout the day.
- Feed the student or assist the student in developing feeding skills.
- Escort students to and from areas in and outside the building.
- Promote an attitude of dignity and self-worth in the student.
- Assist the student with physical demands by lifting, positioning, placing the student in support devices, and transferring students from wheelchairs for toileting and position changes.
- Assist or change the student during toileting activities.
- Assist the student in developing personal hygiene skills.
- An eagerness to work with students with disabilities and of the age group assigned.
- Competency in oral and written language skills to record and communicate observations of student behavior and data collection.
- Flexibility and initiative in working with students and staff.
- An ability to accept assignments and to carry them out to completion.

ADDITIONAL REQUIREMENTS

Working Environment

- School buildings, classrooms, community, and/or outdoor setting under a variety of weather conditions.
- Exposure to high pitched/louder verbalizations by students, bodily fluids, students with more challenging behavior, etc.
- May be required to assist with students exhibiting challenging behaviors including implementing a continuum of positive behavior supports.
- May require customized training to accommodate the special needs of students.

Physical Requirements

- Must be able to frequently lift and/or carry 50-75 pounds with assistance.
- Assist the student with physical demands by lifting, positioning, placing the student in support devices, and transferring students from wheelchairs for toileting and position changes.
- Physical ability to work around children including standing and sitting, in a chair and/or on the floor, for extended periods of time.
- Physical ability to complete bending, pushing/pulling, walking, running, kneeling, twisting, squatting, crouching, overhead and above shoulder reaching movements (e.g., push/move wheelchairs, walkers, wagons, etc.).
- Must be able to use hands and fingers to operate standard office as well as student devices/equipment or classroom equipment.
- Must be able to actively monitor and respond to students who elope from the classroom, school building, or other emergency situations. Including the ability to move quickly towards students who may elope from an assigned area.
- Requires visual acuity to read and write printed materials and observe the activities of children.
- Ability to hear, with or without use of hearing aid(s), sufficient to hear any conversation with others.
- The person selected for this position must meet all requirements of the physical examination administered by a medical service selected by the Howard County Department of Education.

Working Hours

- The duty day for a full-time position is 7.0 hours per day including an unpaid, thirty-minute duty-free lunch.
- Must be able to accommodate a flexible schedule and change of location, as needed.

APPLICATION REQUIREMENTS

Only complete applications that include all information and documentation indicated during the application process for this position. Once your application has been submitted, you will not be able to add documentation or make any changes.

SELECTION CRITERIA

Applicants who meet the minimum qualifications will be included in further evaluation. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

EMPLOYMENT INFORMATION**Compensation**

This is a 10-month per year position in the Howard County Education Association, Educational Support Professionals (HCEA-ESP) employee unit. This position is salary Grade III on the [Secretaries and Assistants Salary Scale](#). Step placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA-ESP Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is **not exempt** from overtime.

Retirement

Membership in the Maryland State Retirement Agency (MSRA) pension plan is a mandatory condition of employment for all employees who meet the eligibility and membership criteria defined in the State Personnel and Pensions Article and the Code of Maryland Regulations (COMAR). A qualifying employee cannot reject membership, nor can an ineligible employee elect membership. The annual contribution to the pension plan will be 7% of an employee's annual salary.

Benefits

HCPSS offers a [comprehensive benefits package](#) for eligible employees. Information about additional benefits such as paid time off can be found in the [negotiated agreement](#) for employees in this bargaining unit.

Pre-Employment Requirements

Professional references will be contacted prior to any offer of employment. Recommended candidates will be required to provide references from current and recent supervisors.

All employees, regular and temporary, must be fingerprinted, have a criminal background investigation completed, and successfully complete the Maryland Employment History Review, pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland. In addition, some positions will require completion of a physical examination and/or drug testing.

Anyone offered employment is required to provide proper identification and documentation of eligibility for employment in the United States. HCPSS participates in E-Verify and does not offer employee sponsorship.

For questions regarding this posting, please contact humanresources@hcpss.org .

EQUAL OPPORTUNITY EMPLOYER

To request an accommodation during the application or interview process due to a documented disability, please email humanresources@hcpss.org.

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.

Join our award-winning workforce and make a difference in the lives of our students!