

Section 504 Resource Counselor, School Counseling

*This position is posted internally and opens **October 1, 2021** and closes **October 12, 2021**.*

DESCRIPTION

Under the direction of the Instructional Facilitator for Section 504, and in alignment with the Howard County Public School System (HCPSS) *Strategic Call to Action*, the Section 504 Resource Counselor assists with the training and implementation of Section 504 as well as student services coordinated data monitoring and reporting for students in grades PreK-12. The Section 504 Resource Counselor provides professional learning, consultation, monitors compliance, and facilitates internal partnerships.

ESSENTIAL POSITION RESPONSIBILITIES

- Delivers support for members of school-based Section 504 teams with the development, implementation, and coordination of Section 504.
- Consults with and provides guidance for school counselors about their professional responsibilities related to Section 504 implementation.
- Plans and delivers professional learning opportunities for student services staff regarding Section 504 and other student services topics.
- Support individual school-based teams with 504 implementation needs, including team role identification, meeting facilitation, distribution of tasks, and case management.
- Supports school-based teams with organization of the Section 504 process, including referral, data gathering, initial evaluations, annual reviews, and re-evaluations.
- Assists the Instructional Facilitator with the Section 504 Central Office Support Team and development of professional learning.
- Assists with monitoring and compliance reporting.
- Forms and facilitates partnerships between school staff and central office.
- Serves on school system committees, as needed.
- Stay abreast of current research that will inform both theory and practice through professional learning and practice.
- Engages in continuous reflection that transforms personal and professional practice.

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.

MINIMUM QUALIFICATIONS

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

Education:

- Master's degree in School Counseling from an accredited college or university.

Certification:

- Hold a valid Maryland Educators Advanced Professional Certificate with the School Counselor endorsement at the time of application.

Experience:

- Three (3) years of successful experience as a school counselor.
- Experience in developing **and** delivering professional learning and/or presentations to adult learners.
- Experience in the role of a Section 504 Case Manager.
- Experience as a member of a school-based Student Support Team.

PREFERRED QUALIFICATIONS

- Hold a Maryland Educators Advanced Professional certificate with the Administrator I endorsement.
- Evidence of recent and successful leadership roles and/or experience.
- Participation in state and/or national professional organizations that promote school counseling and student services.

EMPLOYMENT INFORMATION

This is an 11-month per year position in the [Howard County Education Association](#) (HCEA) employee bargaining unit with salary assignment on the 11-Month Teachers salary scale. Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA Master Agreement. Under the Fair Labor Standards Act, this position is exempt from overtime.

APPLICATION REQUIREMENTS

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

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts, and educator certification documents) required to verify that you meet the minimum qualifications.

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications.



Office of Human Resources
10910 Clarksville Pike
Ellicott City, MD 21042
Nicole M. Carter, Executive Director

For questions regarding this vacancy, please contact:

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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.

Dr. Michael J. Martirano, Superintendent