

## **Hispanic Achievement Liaison- Secondary**

*This position opens **January 31, 2022** and closes **February 21, 2022**.*

In alignment with our [Strategic Call to Action](#), the Student Access and Achievement Program supports various school-based acceleration and enrichment programs offered during the school day, after school hours, and beyond the school year. The goal of Student Access and Achievement is to provide support for our school system's efforts to accelerate the academic achievement of all students, especially Black/African American, Hispanic/Latinx, international, and English Language Learners.

To learn more about employment with the Howard County Public School System (HCPSS), please visit our website at <https://www.hcpss.org/employment/>.

### **DESCRIPTION**

Working under the direction of the Principal, the Hispanic Achievement Liaison collaborates with students, staff, families, and community members to accelerate the academic achievement of all Hispanic students. In alignment with the Howard County Public School System (HCPSS) Strategic Call to Action, the Hispanic Achievement Liaison provides support to one or more school communities.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Collaborates with school staff to implement the school system vision and mission by serving as a communication link between school staff, Hispanic students, and their families.
- Monitors the academic progress of all Hispanic students to ensure appropriate placement in academic program, as well as growth and acceleration of academic achievement.
- Monitors the behavioral data of all Hispanic students to increase positive learning behaviors that set a foundation for student achievement.
- Educates and informs the school community regarding Hispanic student and family needs.
- Engages and facilitates the involvement of Hispanic families in the educational process.
- Collaborates with non-profit and government agencies to provide resources to support Hispanic students and their families.
- Provides written and oral language translations, of a brief nature, as needed to facilitate student, family, and school communication.
- Participates in curricular program meetings (such as Gifted and Talented Education, Special Education, and other Student Services) to provide information, support, and feedback to families.

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 of the qualifications listed below to be considered for the vacancy.**

#### **Education:**

- Hold a Bachelor's degree from an accredited college or university in education, a social science, or a related field.

#### **Experience:**

- Experience working with Hispanic students at the secondary level, and their families, in the United States.
- Evidence of fluency in English and Spanish as demonstrated in oral and written communication skills.
- Ability to work collaboratively with people of different backgrounds.
- Evidence of successful interpersonal skills that will enable the candidate to communicate and work collaboratively with administrators, central office staff, students, teachers, families, and other stakeholder groups.
- Proficiency with web-based productivity and collaboration tools (Google Suite preferred or Microsoft Office Suite).

### **PREFERRED QUALIFICATIONS**

- Experience analyzing data and making data-driven decisions.
- Experience working on equity, advocacy, or related projects.
- Experience working with community organizations or government agencies.

### **EMPLOYMENT INFORMATION**

This is a 10-month per year position in the Howard County Education Association Educational Support Professionals bargaining unit. The current salary range for this position is on the Technical Central Office and School Based salary scale, Grade 20, \$32,124 - \$74,225. Salary will be determined based on actual relevant experience and 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.

**Currently all full-time and part-time HCPSS staff are required to provide proof of full COVID-19 vaccination or undergo weekly testing.**

### **APPLICATION INFORMATION**

**Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.** 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, and transcripts) required to verify that you meet the minimum qualifications.

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications for degrees earned from foreign institutions.

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.

For questions regarding this vacancy, please contact:

Sandy Saval  
Human Resources Business Partner  
Office of Human Resources  
(410) 313-6689  
[sandy\\_saval@hcpss.org](mailto:sandy_saval@hcpss.org)

### ***Equal Opportunity Employer***

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.