

## **Secondary Resource Counselor, School Counseling**

*This position opens on **March 9, 2022** and closes **March 21, 2022**.*

The Howard County Public School System (HCPSS) is one of the top school systems in the state of Maryland and the nation. In alignment with our [Strategic Call to Action](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

### **DESCRIPTION**

Under the direction of the Coordinator, Secondary School Counseling, Scheduling and Data Management, the Secondary Resource Counselor assists with the design, development, and evaluation of school counseling programs and collaborates with other offices to implement the school counseling program in alignment with the Howard County Public School System (HCPSS) *Strategic Call to Action*. The Secondary Resource Counselor also works closely with school counselors to support school counseling programs and related professional learning.

This position has an anticipated start date during the current school year. Applicants currently under contract with another Maryland school district are responsible for verifying whether they would be released without prejudice if selected for this position.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Delivers program support, with an emphasis on non-tenured school counselors.
- Assists with the design, development, implementation, and evaluation of school counseling programs.
- Works cooperatively to provide services to schools, as identified by principals and school improvement teams, such as:
  - Coaching and supporting school-based counselors through demonstration lessons, consultation, and planning.
  - Conducting mentoring of new school counselors upon request.
- Plans and delivers professional learning activities that model effective practices in school counseling.
- Provides job-embedded support for implementation of strategies to increase the effectiveness of school counseling programs.
- Assists with the development and selection of school counseling resources including technology, text-based, and supplementary materials.
- Forms and facilitates partnerships between parents, community, and the school counseling office.
- Serves on school system committees, as needed.
- Assists with the evaluation of transcripts to help support school-based staff, as needed.
- Stays 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 following qualifications, listed below, to be considered for the vacancy.**

#### **Education:**

- Master's degree from an accredited college or university in Education, School Counseling, Curriculum and Instruction, Administration and Supervision, or a related field.

#### **Certification:**

*Priority will be given to those applicants who:*

- Hold a current Maryland State Department of Education professional certificate with the School Counselor endorsement.

*Applicants may be considered who:*

- Hold a current out-of-state educator certificate and be eligible for a Maryland State Department of Education professional certificate with the School Counselor endorsement. In order to determine eligibility for a Maryland educator certificate, you must complete one of the following by the position closing date:
  - [Apply](#) for a Maryland educator certificate through the Maryland State Department of Education.
  - Upload the following items to your online application: a copy of your current educator certificate and all applicable transcripts and test scores used for certification for the state in which you are certified.

#### **Experience:**

- Five (5) years of experience as a school counselor within a comprehensive school counseling program in a PreK-12 setting that includes:
  - evidence of leadership roles or experience.
  - knowledge and proficiency with technology such as word processing applications, presentation software, web-based productivity and collaboration tools (Microsoft Office and Google Suite), and data management systems.

### **PREFERRED QUALIFICATIONS**

- Five (5) years of experience as a school counselor, at the secondary level, within a comprehensive school counseling program in a preK-12 setting.
- Experience with providing mental health support to students.
- Experience implementing the American School Counselor Association (ASCA) school counseling model and standards.
- Evidence of successful development and facilitation of professional learning and/or presentations to adult learners.
- Active involvement in state and national professional organizations that promote school counseling.

### **EMPLOYMENT INFORMATION**

This is an 11-month per year position in the Howard County Educators Association (HCEA) employee unit. The current salary range for this position is on the 11-Month Teacher salary scale, \$58,326 - \$111,056. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

Under the HCPSS Telework Program, this position may have flexible work from home options available. Approval is based on the needs of the department and the school system.

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

### **APPLICATION REQUIREMENTS**

Please complete the online application in a timely manner. There will be a pre-screening of applicant credentials before inviting candidates in for an interview. **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) required to verify that you meet the minimum qualifications.

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

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

---

Dr. Michael J. Martirano, Superintendent



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

---

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.

---

Dr. Michael J. Martirano, Superintendent