

Technical Assistant, Processes

*This position opens on **May 13, 2022** and closes **May 25, 2022**.*

The Howard County Public School System (HCPSS) is one of the leading 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 Executive Director of Curriculum, Instruction, and Assessment and in alignment with the Howard County Public School System (HCPSS) *Strategic Call to Action*, the Technical Assistant, Processes provides support for data management, Canvas Learning Management System development and editing, and project management for the Department of Curriculum, Instruction, and Assessment. The position will manage department Title II grants, interview processes, and technical, purchasing, and administrative support for four or more curricular offices.

ESSENTIAL POSITION RESPONSIBILITIES

- Provides technical support for multiple curricular programs with the Synergy Student Information System, including running reports, entering data into systems, and reconciling data.
- Provides technical support for multiple curricular programs with the Canvas Learning Management System and G Suite, including creating and editing Canvas pages, managing groups, and posting announcements.
- Maintains, processes, and records all expenditures, receipts, and purchases for multiple curricular programs.
- Assists with the preparation, calculation, tracking, execution, and reconciliation of financial and budget data for multiple curricular programs using Workday and MyBudgetFile applications.
- Provides clerical and administrative support to multiple curricular offices, including the preparation of reports, management of confidential files, as well as the scheduling and organization of curriculum program activities.
- Performs clerical tasks including making photocopies, filing, distributing mail, and responding to general telephone and email inquiries within the assigned scope of responsibility.
- Communicates in-person, by phone, and digitally in a positive and effective manner with colleagues, staff, students, parents and/or guardians, families, and visitors.
- Maintains a high level of confidentiality and exercises tact, discretion, and judgment.
- Meets strict timelines to complete multiple tasks and responsibilities with minimal supervision.
- Runs reports and monitor Title II grant spending and provide technical support for interim reports across all curriculum programs.
- Collaborates with the Office of Human Resources to manage the department's interview processes, including scheduling and sending interview correspondence, facilitating the interview process, and maintaining the integrity of the procedures and protocols as required by OHR across all curricular programs.
- Knowledge and proficiency of Microsoft Office Suite, Google Suite, internet, and web-based applications

Dr. Michael J. Martirano, Superintendent

- Experience proofreading, editing, and preparing various types of correspondence
- Ability to work effectively and independently in a variety of situations, within condensed timelines and frequent interruptions
- Excellent interpersonal/customer service skills
- Excellent written and verbal communication skills

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 and Experience:

Applicants must meet the criteria in ONE of the rows below.	
A high school diploma or equivalent	AND Ten (10) years of successful administrative assistant, or related area of business, experience with at least three years of experience with budget, account reconciliation, and creating financial reports.
An Associate degree	AND Five (5) years of successful administrative assistant, or related area of business, experience with at least three years of experience with budget, account reconciliation, and creating financial reports.

PREFERRED QUALIFICATIONS

- Holds a Bachelor's degree.
- Previous work experience in a PreK-12 school setting.
- 1 year of grant management experience.

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Educators Association, Educational Support Professionals (HCEA-ESP) employee bargaining unit. The current salary range for this position is on the Technical Central Office and School Based salary scale, Grade 21, \$44,416 - \$87,149. Actual 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 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.

HCPSS encourages vaccination against COVID-19 as a continuous mitigation strategy for the health and wellbeing of students and staff.

APPLICATION REQUIREMENTS

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

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.

For questions regarding this vacancy, please contact:

Sandy Saval
Human Resources Business Partner
Office of Human Resources
(410) 313-6689
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.