

## **International Achievement Liaison, Chinese (Mandarin)**

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**

Under the guidance of the International Student and Family Services Specialist, the International Achievement Liaison coordinates the registration process for international students and English Learners (ELs) new to one or more school communities within the Howard County Public School System. Working under the direction of the Principal, the International Achievement Liaison collaborates with students, staff, families, and community members to accelerate the academic achievement of all international students.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Assist international students and/or English learners and their families in the registration process for admission to school including the multifamily disclosure applications.
- Develop, maintain, and coordinate the collection of data pertinent to registration and enrollment.
- Collaborate with school staff to implement the school system vision and mission by serving as a communication link between school staff, international students, and their families.
- Monitor the academic progress of all international students to ensure appropriate placement in academic program, as well as growth and acceleration of academic achievement.
- Monitor the behavioral data of all international students to increase positive learning behaviors that set a foundation for student achievement.
- Educate and inform the school community regarding international student and family needs.
- Engage and facilitate the involvement of international families in the educational process.
- Establish relationships with administrators, colleagues, students, and parents that reflect recognition of and respect for every individual.
- Collaborate with non-profit and government agencies to provide resources to support international students and their families.
- Provide written and oral language translations, of a brief nature, as needed to facilitate student, family, and school communication.
- Participate 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:**

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

### **Experience:**

- Experience working with international students, and their families, in the United States.
- Evidence of fluency in English and Chinese (Mandarin) 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.

## **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 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, \$33,088 - \$77,471. 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.

### **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.** 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.

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.