

## **Bridges 21<sup>st</sup> Century Community Learning Centers Manager**

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 Coordinator of Academic Intervention, the Bridges 21<sup>st</sup> Century Community Learning Centers Manager provides overall program leadership and management for all activities related to the administration and implementation of all 21<sup>st</sup> Century Community Learning Centers within Howard County Public School System.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Oversee the 21<sup>st</sup> CCLC grant-funded beyond school hours program at ten (10) HCPSS elementary schools and two (2) HCPSS middle schools.
- Work with school administrators to identify and select Site Coordinators at each site.
- Hire, coordinate, evaluate, and maintain relationships with external vendors who provide enrichment services to the program.
- Develop annual budgets for the program and individual sites.
- Develop, coordinate, and provide professional development for Site Coordinators and participating teachers at all program sites.
- Apply for grant funding to maintain the twelve (12) program sites.
- Oversee compliance with all federal and state grant requirements, including required grant reporting.
- Work with an external evaluator to measure the effectiveness of program and implement changes for continuous improvement as detailed by program evaluation data.
- Collaborate on additional student services initiatives.

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:**

- Bachelor's degree from an accredited college/university.

#### **Experience:**

- Experience with designing and implementing beyond school day programs.
- Evidence of leadership roles and/or experience.
- Experience designing and delivering professional learning opportunities (e.g., school or district wide).

### **PREFERRED QUALIFICATIONS**

- Master's degree from an accredited college/university.
- Hold a current Maryland State Department of Education (MSDE) professional educator certificate.
- Experience with grant application, reporting, and compliance.
- Experience developing school system budgets.
- Experience within a PreK-12 setting.

### **SELECTION REQUIREMENTS**

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based upon your education, training, and experience as they relate to the requirements and preferred qualification 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 Education Association's Educational Support Professionals unit. The current salary range for this position is Grade 26, \$93,690 - \$141,180. Salary will be determined by actual relevant experience in conjunction with salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

***This is a grant-funded position. Funding and employment beyond July 1, 2023, is contingent upon the appropriation of additional funds.***

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, educator certificate) 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.