

## School Mental Health Technician

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 supervision of the Principal for the Homewood School, the School Mental Health Technician will assist teachers and staff with positive behavior intervention, trauma responsive and restorative strategies to support students' instructional focus. In alignment with the Strategic Call to Action, the Mental Health Technician serves as the immediate response support for student's social-emotional and academic development to strengthen learning that will assist students in building and maintaining healthy, and positive practices.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Provides academic and behavior support to students referred to the resource room.
- Supports crisis intervention for students who are experiencing a crisis in school.
- Supplements assistance from teachers, administrators, and staff for students while in crisis.
- Utilizes techniques of crisis intervention and safe physical management of students.
- Observes students in the classroom and assists in the development of Functional Behavior Assessments and Behavior Intervention Plans.
- Maintains data collection and appropriate records regarding students referred to the resource room.
- Listens to and interprets verbal and non-verbal communication when working with students.
- Provides one-on-one student instruction and assistance to reinforce learning
- Discusses student progress as it relates to behavior intervention and Individualized Education Programs (IEPs).
- Manages, maintains, and executes a highly organized work strategy with multi-tasking and flexibility.
- Exercises good judgment and discretion in working relations with students, staff, and families.
- Possesses and implements knowledge of educational disabilities and behavioral implications.
- Maintains confidentiality regarding student needs, data, interventions, and plans.

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.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of special education procedures and processes.
- Knowledge of a variety of behavioral intervention techniques and strategies.

- Ability to understand and follow oral and written directions necessary for providing student support (e.g. directions for learning tasks, student goals and objectives, schedule of services, etc.).
- Demonstrated ability to effectively work and communicate with diverse and multicultural populations.
- Demonstrated ability exhibiting professional behavior, tact, and good judgement with working with administrators, colleagues, central office and school-based staff, students, parents/guardians, and the community.
- Demonstrated proficiency with technology to include web-based productivity and collaboration tools (e.g. Microsoft Office Suite, Google Suite, etc.).

### **MINIMUM QUALIFICATIONS**

**Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.**

#### **Education and Experience:**

- High school diploma or GED (or equivalent) with at least four (4) years of experience in the behavior/ mental health field.

### **PREFERRED QUALIFICATIONS**

- An Associate or Bachelor's degree from an accredited college or university with at least (2) years of experience in the behavior/mental health field.
- Knowledge and understanding of the practices, procedures, and documentation in a public preK-12 school system.

### **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 Educators Association, Educational Support Professionals unit (HCEA-ESP). 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 by actual relevant experience and in conjunction with 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.** 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, 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.