

Instructional Facilitator for Community Schools and Academic Intervention Summer School

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, Secondary School Counseling and Academic Intervention and in alignment with the Howard County Public School System (HCPSS) *Strategic Call to Action*, the Instructional Facilitator, Community Schools and Academic Intervention Summer School administers the school system's Academic Intervention Summer School Program for students in grades K-8 and oversees the Community Schools program. The Instructional Facilitator, Community Schools and Academic Intervention Summer School collaborates with a myriad HCPSS departments and community partners to provide students with supplemental academic instruction and wraparound services that support their success and well-being as well as that of their families and communities.

ESSENTIAL POSITION RESPONSIBILITIES

- Develop policies and procedures for a consistent and robust Community Schools program for HCPSS.
- Work with vendors and community partners to establish shared goals and objectives for the Community Schools Program.
- Assist with the gathering and analysis of community and school data to develop needs and assets inventories for potential community school sites.
- Develop and implement processes for gathering community, family, and student feedback on community schools programming and wraparound services.
- Work with partners to identify and track key indicators of success for the Community Schools program.
- Provide leadership and oversight for the K-8 Academic Intervention Summer School Program.
- Work with K-8 Assistant Principals to select students and hire staff for the Academic Intervention Summer School Program.
- Collaborate with other summer program leads to select sites, align hiring practices, track participating student academic and well-being outcomes, and continuously improve summer programming.
- Keep abreast of current developments in areas of community schools, collective impact initiatives, extended school day and year programming, and academic intervention strategies.
- Attend HCPSS Board of Education meetings and public hearings, as appropriate.
- Collaborate within the Division of Academics on shared policies and procedures.

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 or university.

Certification:

- Hold a current Maryland State Department of Education (MSDE) professional educator certificate with an Administrator I endorsement.

Experience:

- Three (3) years of school-based leadership experience in a PreK-12 setting (e.g., administrator, ITL, department chair, etc.).
- Five (5) years of professional certificated experience at the elementary or secondary level (e.g., classroom teacher or in a student services role).

PREFERRED QUALIFICATIONS

- Master's degree from an accredited college or university in education or a closely related field.
- Experience working with community partners to support student success (e.g., after-school program, Saturday program, food-bank program).
- Experience working in the community school programs or summer school programs.

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 Association of Supervisors and Administrators (HCASA) employee bargaining unit. The current salary range for this position is the Facilitator Lane on the School-Based and Central Office Administrators salary scale, \$87,690 - \$153,623. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCASA 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.

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.

APPLICATION REQUIREMENTS

Complete application 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 complete 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

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.