

## **Black Student Achievement Program (BSAP) Family Outreach Coordinator**

*A completed application includes all application materials and three supervisory references.*

*This position is posted until filled, with an initial screening date of **September 2, 2022**.*

*Applicants are encouraged to submit their materials in a timely fashion.*

### **Description:**

The Black Student Achievement Program (BSAP) Family Outreach Coordinator is a temporary staff member under the direction of the BSAP Specialists. The person in this position publicizes the BSAP Saturday Math Academy (SMA) program within the HCPSS community. In addition, the BSAP Family Outreach Coordinator facilitates parent workshops, assists parents and families during registrations, and educates parents and organizations regarding BSAP's enrichment events and activities. This position requires a high degree of accuracy, accountability, initiative, attention to detail, confidentiality and collaboration.

### **Position Responsibilities:**

- Publicizes the programs with the community and provides information regarding the program. Implements the Howard County Public School System's Strategic Call to Action.
- Collaborates with BSAP SMA Hispanic Outreach Coordinator, counselors, school-based liaison, community and other BSAP SMA Executive members.
- Plans, organizes and coordinates BSAP SMA program activities with program administrators and staff.
- Assists parents and families during registrations and throughout the program.
- Greets parents and welcomes students to the programs.
- Facilitates BSAP SMA Parent Workshops and collaborates with community partners as guest presenters.
- Encourages parents and families to attend the parent workshops.
- Communicates effectively and efficiently both orally and in writing with all stakeholders, including BSAP Specialists.
- Demonstrates active leadership and good judgment in working with all students, staff and community members concerning the problems and opportunities of the BSAP programs.
- Attends executive team meetings as requested.
- Other duties as required.

This job description 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 following qualifications listed below to be considered for the vacancy. Use the application, letter of introduction, and resume to specifically address each qualification.**

**Education:**

- Bachelor's degree in education, a social science, or a related field.

**Experience:**

- Excellent oral and written communication skills.
- Evidence of fluency in English and Spanish as demonstrated in oral and written communication skills.
- Knowledge and skills with instructional and administrative technology software and equipment, such as Microsoft Office and Google Applications for Education.
- Ability to work collaboratively with colleagues, central office and school-based staff, students, parents, and community members.
- Knowledge of synergy, Hoonuit, Excel, PowerPoint and
- Excellent record-keeping skills.
- Outstanding interpersonal communication skills with the ability to work with persons with diverse backgrounds.

**Preferred Qualifications:**

- Knowledge of Howard County Public School System (HCPSS) policies and procedures, state and federal regulations and laws..
- Experience working in a school setting.

**Salary:**

The BSAP Family Outreach Coordinator is hired on a yearly basis. The term of service coincides with the academic school year.

**Application:**

A complete online application and all application materials, including **three** reference surveys, must be submitted by September 2, 2022.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors
- Resume

**Additional Information:**

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education that most closely match the position qualifications and the needs of the school system.

**Only applicants who submit all of the requested information by the date of the vacancy**



Office of Human Resources  
10910 Clarksville Pike  
Ellicott City, MD 21042  
Nicole M. Carter, Executive Director

---

**will be considered for this position.**

*Equal opportunity employer*

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.

---

Dr. Michael J. Martirano, Superintendent