

## **Mathematics, Engineering, Science Achievement (MESA) Specialist**

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/>.

This position has an anticipated start date during the current school year. Although this position does not require an educator certification, certificated applicants currently under contract with another Maryland school district may wish to verify whether they would be released without prejudice if selected for this position.

### **DESCRIPTION**

The Mathematics, Engineering, Science Achievement (MESA) Specialist is responsible for the day-to-day operation of the Maryland MESA Program within Howard County with guidance from the Johns Hopkins University Applied Physics Lab (JHU-APL). The primary focus of the MESA Specialist is to introduce students, particularly those who identify as underrepresented minorities in STEM (e.g., African American, Latino, Hispanic, non-male), to the Engineering Design Process, which is a foundational concept outlined in the Next Generation Science Standards through the Maryland MESA program. Maryland MESA is an exciting and engaging after-school enrichment program for students in grades 3–12 designed to spark their interest in STEM education and STEM careers. The program seeks to increase the number of engineers, scientists, mathematicians, and related professionals at technical and management levels and to encourage and assist minorities and females in achieving success in these fields. The Specialist will also assist with teacher recruitment and administration of the Black Student Achievement Program (BSAP) Saturday Math Academy and BSAP Summer Institute.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Develop, manage, and administer the Maryland MESA Program with guidance from the Johns Hopkins University Applied Physics Lab.
- Recruit, provide assistance, and support school-based MESA School Teachers to plan Maryland MESA Program activities, including completing and submitting school information to JHU-APL.
- Coordinate trainings, workshops, and meetings for school-based MESA School Teachers.
- Serve as a direct communication link between the JHU-APL STEM Program Management Office (PMO) and school-based MESA School Teachers to ensure program consistency and efficiency.
- Organize, coordinate, and oversee the MESA county competition.
- Assist with teacher recruitment and administration of the BSAP Saturday Math Academy.
- Assist with teacher recruitment and administration of the BSAP Summer Institute.
- Prepare and send the JHU-APL STEM PMO summary report of MESA activities within HCPSS.
- Coordinate MESA club visits to local colleges and universities.
- Collaborate with JHU-APL, school-based administrators, and school-based MESA Teachers to implement the HCPSS's vision and mission and contribute to the realization of the four overarching commitments to value, achieve, connect, and empower, while adhering to JHU-APL's program components.

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 in science, math, engineering, education, or a closely related field.

#### **Experience:**

- Three (3) years of leadership experience in a PreK-12 setting (e.g., ITL, SIT, school-based).
- One (1) year of project management and/or community event planning experience (e.g., planning after-school programs, planning community events, organizing volunteers, planning STEM activities, etc.).

### **PREFERRED QUALIFICATIONS**

- Master's degree from an accredited college or university in science, math, engineering, education, or a closely related field.
- Hold a current Maryland State Department of Education (MSDE) professional educator certificate with an Administrator I endorsement.
- Recent large scale leadership duties, responsibilities, experience, and/or roles (e.g., district wide, central office level, systemic programs).
- Experience with grant application, reporting, and compliance.

### **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 25, \$79,880 - \$126,696. 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.

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) 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.