

## **Technical Assistant, Early Childhood Blueprint Initiatives** *Grant-Funded Position*

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 Early Childhood Programs, the Technical Assistant for Early Childhood Blueprint Initiatives will support initiatives related to the Blueprint for Maryland's Future. This grant-funded position will work independently and in collaboration with public stakeholders, families, and colleagues across offices and divisions.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Develop and implement a centralized Pre-K enrollment system while serving as a primary point of contact for Pre-K registrations within the HCPSS community.
- Provide Pre-K registration support to families, schools, and the Early Childhood Programs Department, including assistance with the income verification process during peak registration periods.
- Answer inquiries and assist parents with obtaining information and assistance for Pre-K registration.
- Collaborate with non-public partners on the Pre-K registration process and availability of registration spots to assist families of HCPSS in determining the desired placement for their child.
- Manage the transfer process and provide technical support for EXCELS and Accreditation documentation, submission, and related work through GAFE, EXCELS, and Accreditation Online Binder to ensure all requirements are met.
- Collaborate with HCPSS staff to assist with the documentation transfer process for EXCELS Accreditation and communicate with Early Childhood Programs staff regarding any missing items, needs, etc.
- Assist with the development of quick reference guides, presentation materials, and hosting of information sessions to assist the Early Childhood Programs Department with the Child Development Associates (CDA) initiatives.
- Lead the development of a database and tracking system for paraprofessional credentialing and progress toward meeting the CDA requirements.
- Collaborate with internal and external stakeholders to help facilitate Blueprint requirements for paraprofessional staff while serving as the project lead and primary point of contact.
- Assist with preparing data and reports for Early Childhood Programs grant reporting requirements.
- Compile, evaluate, and analyze data reports for Early Childhood Programs as required for grant reporting.
- Organize, coordinate, and perform administrative functions, including those of a confidential nature.
- Implement and maintain existing office processes while evaluating and developing process improvements to increase efficiency and improve the delivery of services within Early Childhood Programs.
- Support other initiatives as assigned in support of the achievement of local requirements for the Blueprint for Maryland's Future.

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 qualifications listed below to be considered for the vacancy.**

**Education:**

<b>Applicants must meet the criteria in ONE of the rows below.</b>	
A high school diploma or equivalent	<b>AND</b> Ten (10) years of experience as an administrative assistant or office manager with a focus in recordkeeping, registration, education, or a closely related field.
Associate degree	<b>AND</b> Eight (8) years of experience as an administrative assistant or office manager with a focus in recordkeeping, registration, education, or a closely related field.
Bachelor’s degree	<b>AND</b> Six (6) years of experience as an administrative assistant or office manager with a focus in recordkeeping, registration, education, or a closely related field.
Master’s degree	<b>AND</b> Four (4) years of experience as an administrative assistant or office manager with a focus in recordkeeping, registration, education, or a closely related field.

**PREFERRED QUALIFICATIONS**

- Previous administrative support/clerical experience in a PreK-12 school setting.
- Experience with Maryland EXCELS and Accreditation.
- Experience with technology to include web-based productivity and collaboration tools such as Microsoft Office Suite, Google Suite, learning management systems (Canvas), student information systems (Synergy), or data warehouse systems (Hoonuit).

**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 12-month per year position in the Howard County Educators Association, Educational Support Professionals (HCEA-ESP) employee unit. The current salary range for this position is Grade 22, \$49,497 - \$94,833. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA-ESP 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.**

### **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.