

Technical Assistant, Section 504 and Student Services

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 for Section 504 and Student Services Implementation, the Technical Assistant, Section 504 and Student Services will work with the Section 504 and Student Services Implementation Coordinator, Section 504 Resource Counselor, Central Office Student Services leaders, and school Section 504/Student Services teams members to provide access and support requests, training, and reporting for the Section 504 Data Management system. This position assists with student services state reporting requirements and provides support to Central Office Student Services programs.

ESSENTIAL POSITION RESPONSIBILITIES

- Support the Section 504 data management program administration by providing technical assistance, maintaining staff account settings within the Section 504 data management system, responding to support requests, and maintaining, creating, and updating 504 reports.
- Assist with gathering Student Services data for Maryland State Department of Education (MSDE) Student Services monitoring reports.
- Provide support and training to school Section 504 teams on the Section 504 data management system and other data reporting requirements.
- Assist with gathering of Section 504 data for local 504 monitoring, auditing, and process improvement purposes.
- Assist with monitoring data reporting trends to help anticipate reporting changes and requests.
- Collaborate and support Central Office Student Services programs to assist with the implementation of Student Services initiatives.

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.

Applicants must meet the criteria in ONE of the rows below.	
High school diploma or GED equivalent.	Ten (10) years of experience in business, data management, data reporting, education, or a closely related field.
Associate degree or higher	Five (5) years of experience in business, data management, data reporting, education, or a closely related field.

Experience:

- One (1) year of experience with technology to include web-based productivity and collaboration tools such as Microsoft Office Suite, Google Suite, video conferencing software (Zoom), learning management systems (Canvas), student information systems (Synergy), data management systems (PowerSchool) or data warehouse systems (Hoonuit).

PREFERRED QUALIFICATIONS

- Bachelor’s degree, or higher, from an accredited college or university in business, education, or a closely related field.
- Previous special education and/or Section 504 experience in a PreK-12 public school setting.
- Experience in providing adult professional learning opportunities and/or trainings.

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.

A technology assessment may be administered as part of the selection process.

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 21, \$45,748 - \$90,904. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA 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 is eligible for a **hybrid** work schedule. Telework schedules will be determined by the department and/or supervisor. Telework during the probationary period will be subject to approval and based on the needs of the department and the school system.

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

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.