

Employee Credentialing 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/>.

DESCRIPTION

Under the direction of the Coordinator of Position Control, Staffing, and Employee Credentialing, the Employee Credentialing Specialist interprets and applies Maryland regulations (COMAR) and other certification and licensure requirements in order to evaluate the credentials of certificated and licensed personnel as well as performs other duties associated with certification and licensure requirements from the Maryland State Department of Education (MSDE) and other local, State, and Federal employment conditions.

ESSENTIAL POSITION RESPONSIBILITIES

- Evaluate, interpret, and communicate state and national certification and licensing requirements for HCPSS educators and employees.
- Receive and process applications for MSDE certification, audit and maintain a database of certification and licensing information and advise of impending expirations and timelines for renewals.
- Maintain and update certification and licensure data in Workday, the HCPSS human capital management system, and MSDE's The Educator Application and Certification Hub (TEACH).
- Advise staff regarding specific coursework, tests, or workshops needed to meet initial certification and renewal requirements, requirements for additional endorsement areas, and other licensure requirements.
- Maintain accurate employee credentialing records and statistical data for the purpose of meeting employee credentialing issuance and renewal deadlines as well as conveying information to personnel and the Board of Education.
- Use technology to support certification processing and the hiring of certificated personnel, including but not limited to Frontline and The Educator Application and Certification Hub (TEACH).
- Prepare documents (e.g., federal, state, and school system reports) in response to requests from the Maryland State Department of Education (MSDE).
- Collaborate with Central Office and school-based administrators regarding employee credentialing and assignments.
- Advise school system officials on the certification and Highly Qualified (HQ) status of employees while monitoring and updating HQ information as it relates to educator and paraeducator assignments.
- Conduct, review, and facilitate salary lane change requests, in accordance to master agreements, including employee communication, transcript review, and education data entry.
- Perform administrative duties for HCPSS cohort programs including reimbursement for employees and processing tuition payments for participating educational institutions.
- Participate in recruitment events, new employee onboarding processes, MSDE meetings, and other departmental and/or external meetings.

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. A technological assessment will be provided to all applicants who meet the minimum qualifications.

Education and Experience:

Applicants must meet the criteria in ONE of the rows below.	
High school diploma or GED equivalent.	Eight (8) years of professional human resources, education or business administration (i.e., certification, licensure, or employee credentialing tracking) experience.
Associate degree in business, education, human resources, or a closely related field.	Six (6) years of professional human resources, education or business administration (i.e., certification, licensure, or employee credentialing tracking) experience.
Bachelor's degree in business, education, human resources, or a closely related field.	Four (4) years of professional human resources, education or business administration (i.e., certification, licensure, or employee credentialing tracking) experience.

PREFERRED QUALIFICATIONS

- Completion of Maryland State Department of Education (MSDE) training as a Certified Authorized Partner (CAP) or Certified Authorized Partner Associate (CAPA).
- Society for Human Resource Management (SHRM-CP/SHRM-SCP) certification.
- Project management experience.

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 bargaining unit. The current salary range for this position is on the Central Office Technical Salary Scale, Grade 25, \$79,880 - \$126,696. 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 may have flexible work from home options available. Approval is 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 experience 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) are 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.

Dr. Michael J. Martirano, Superintendent