

## **Black Student Achievement Program (BSAP) Community Liaison**

*This position is posted to create an applicant pool for vacancies at all levels across the school system.*

In alignment with our [Strategic Call to Action](#), the Student Access and Achievement Program supports various school-based acceleration and enrichment programs offered during the school day, after school hours, and beyond the school year. The goal of Student Access and Achievement is to provide support for our school system's efforts to accelerate the academic achievement of all students, especially Black/African American, Hispanic/Latinx, and multilingual learners.

To learn more about employment with the Howard County Public School System (HCPSS), please visit our website at <https://www.hcpss.org/employment/>.

### **DESCRIPTION**

The Black Student Achievement Program (BSAP) Community Liaison is employed through the Howard County Public School System and is assigned to one or more specific schools. Under the guidance of the BSAP Specialist, the person in this position collaborates with students, staff, families, and community members to accelerate the academic achievement of all African American students.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Collaborate with school staff to implement the school system vision and mission by serving as a communication link between school staff, African American students, and their families.
- Monitor the academic progress of all African American students to ensure appropriate placement in academic program, as well as growth and acceleration of academic achievement.
- Monitor the behavioral data of all African American students in order to increase positive learning behaviors that set a foundation for student achievement.
- Educate the school community towards a deeper understanding of African American students and their families.
- Serve as a communication link between school staff and African American students and their families.
- Engage and facilitate the involvement of African American families in the educational process.
- Establish relationships with administrators, colleagues, students, and parents that reflect recognition of and respect for every individual.
- Collaborate with non-profits and government agencies to support African American students and their families.
- Participate in curricular program meetings (such as Gifted and Talented Education, Special Education, and other Student Services) to provide information, support, and feedback to families.

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

### **Education:**

- Bachelor's degree from an accredited college or university in education, a social science, or a related field.

### **Experience:**

- Experience working with African American students, and their families, in the United States.
- Excellent written and oral communication skills.
- Ability to work collaboratively with people of different backgrounds.
- Evidence of successful interpersonal skills that will enable the candidate to communicate and work collaboratively with administrators, central office staff, students, teachers, families, and other stakeholder groups.
- Proficiency with web-based productivity and collaboration tools (Google Suite preferred or Microsoft Office Suite).

## **PREFERRED QUALIFICATIONS**

- Experience analyzing data and making data-driven decisions.
- Experience working on equity, advocacy, or related projects.
- Experience working with community organizations or government agencies.

## **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 10-month per year position in the Howard County Education Association Educational Support Professionals bargaining unit. The current salary range for this position is on the Technical Central Office and School Based salary scale, Grade 20, \$33,088 - \$77,471. Salary will be determined based on actual relevant experience and in conjunction with the salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

### **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.** 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, and 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.