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## **INTERNAL CANDIDATES ONLY**

### **College and Career Readiness Counselor**

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 leadership of the Coordinator of Secondary School Counseling, in alignment with the Howard County Public School System (HCPSS) Strategic Call to Action: Learning and Leading with Equity, the College and Career Readiness (CCR) Counselor serves as a system leader, expert, and advocate in support of post-high school opportunities for students. The CCR Counselor works closely with administrators, school staff, students, families, and community partners to ensure that barriers are identified and removed in order to maximize opportunities that support student access and achievement.

#### **ESSENTIAL POSITION RESPONSIBILITIES**

- Plan and deliver professional learning activities that model effective practices in school counseling.
- Contact, schedule, and arrange guest speakers from the local business community, colleges, and military services to present information regarding specific careers.
- Coordinate and support Maryland College Application Campaign (MCAC) and Free Application for Federal Student Aid (FAFSA) initiatives for HCPSS.
- Collaborate with the Office of Dual Enrollment and Career Technical Education to support initiatives.
- Assist students and families with all features and assessments in Naviance.
- Work with potential college athletes, assist with National Collegiate Athletic Association (NCAA) registration, National Association of Intercollegiate Athletics (NAIA), and assist students interested in pursuing college athletics.
- Assist in organizing HCPSS college fairs and coordination of college visits to schools.
- Assist with the development and selection of school counseling resources including technology, text-based, and supplementary materials.
- Serve on school system committees, as needed.
- Collaborate with feeder middle and elementary schools to support students' postsecondary readiness.
- Identify and support first generation students through the college application process.
- Schedule activities, programs, and speakers to facilitate career awareness among students and families.
- Advertise and assist students' awareness of scholarship databases published through HCPSS.
- Provide students and families with individualized support throughout the college admission and application process.
- Support students through the transcript and letter of recommendation process.
- Provide classroom lessons and workshops to facilitate knowledge of postsecondary options.
- Assist with county wide initiatives included but not limited to March2Future.

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 with an emphasis in education, social sciences, or a related field.

#### **Certification:**

- Hold a current Maryland State Department of Education (MSDE) professional educator certificate.

#### **Experience:**

- Three (3) years of school or college counseling experience.
- Three years of career and transition experience.

### **PREFERRED QUALIFICATIONS**

- Hold a current Maryland State Department of Education (MSDE) professional educator certificate with a School Counseling or Administrator I endorsement.
- Five (5) years of counseling experience in a 9-12 public school setting, including experience working with diverse post-secondary career options.
- Experience designing and implementing professional learning opportunities and community-wide events.
- Experience providing college and career support to students and families.
- Experience with county-wide school system leadership.

### **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 an 11-month per year position in the Howard County Educators Association (HCEA) employee bargaining unit. The current salary range for this position is on the [11-Month Teacher Salary Scale](#). 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.

This position has an anticipated start date during the current school year. Applicants currently under contract with another Maryland school district are responsible for verifying whether they would be released without prejudice if selected for this position.

### **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, educator certificate) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Nellonda Whitaker  
Recruitment Specialist  
Office of Human Resources  
(410) 313-7179  
[nellonda\\_whitaker@hcpss.org](mailto:nellonda_whitaker@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.