

Technical Assistant- Student Access and Achievement

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 Student Access and Achievement, the Technical Assistant, Student Access and Achievement, provides support and technical assistance for the Black Student Achievement Program (BSAP), Hispanic Achievement Program, the Mathematics, Engineering, Science Achievement (MESA) Program and additional programs and services as needed. The position will be responsible for the daily operations of the office, including preparing documents, facilitating enrollment requests and enrollment data for enrichment programs; initiating the retrieval, analysis and presentation of data; and communication support. This position provides access to resources for HCPSS internal and external stakeholders. This is a non-supervisory position.

ESSENTIAL POSITION RESPONSIBILITIES

- Facilitate enrollment requests and enrollment data for Black Student Achievement Program (BSAP) Saturday Math Academy, BSAP Summer Institute, BSAP Community-Based Learning Centers, MESA and other enrichment programs.
- Facilitate retrieving, analyzing, and presenting data for Student Access and Achievement enrichment programs, services and celebrations.
- Monitor program specific Outlook email addresses to support efficient and accurate information to stakeholders.
- Work collaboratively with colleagues in the Student Access and Achievement and Communications Offices to ensure alignment of the Strategic Call to Action within the district in communicating with parents and families.
- Participate in continuous improvement processes to identify improvements and efficiencies in Student Access and Achievement Programs.
- Provide technical assistance and customer service to HCPSS internal and external stakeholders and support for data reporting and analysis.
- Assist in the development and delivery of professional learning for school-based staff and temporary enrichment programs' staff for Student Access and Achievement.
- Assist with logistical and material resources for team meetings, workshops, committees, and conferences.
- Track budgets and payroll for Student Access and Achievement programs.
- Assist the office with special projects.

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:

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| Applicants must meet the criteria in ONE of the rows below. | |
| <p>High school diploma or GED equivalent.</p> | <ul style="list-style-type: none"> • Five (5) years of experience in business, accounting, finance, education, or a closely related field which includes at least: <ul style="list-style-type: none"> ○ 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 system (Canvas), student information system (Synergy), or data warehouse system (Hoonuit). ○ One (1) year of experience working with payroll, budgets, performing account reconciliation and creating financial reports. ○ One (1) year of experience working with multilingual stakeholders within the United States (e.g., communicating with diverse families to provide support). |
| <p>Associate degree or higher</p> | <ul style="list-style-type: none"> • Three (3) years of experience in business, accounting, finance, education, or a closely related field which includes at least: <ul style="list-style-type: none"> ○ 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 system (Canvas), student information system (Synergy), or data warehouse system (Hoonuit). ○ One (1) year of experience working with payroll, budgets, performing account reconciliation and creating financial reports. ○ One (1) year of experience working with multilingual stakeholders within the United States (e.g., communicating with diverse families to provide support). |

PREFERRED QUALIFICATIONS

- Fluency in Spanish as demonstrated in oral and written communication skills.
- One (1) year of experience with the development of complex documents, reports, and presentations (e.g., creating presentation shells, updating public facing websites).

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 of the position. Therefore, it is essential that you provide complete and accurate information on your application.

Dr. Michael J. Martirano, Superintendent

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).

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications.

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-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 be 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

Completed 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) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact recruitmentinquiries@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.