

**Recruitment Specialist-Special Education**  
**Internal Candidates ONLY**  
*(First consideration date Wednesday, June 14, 2023)*

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 Executive Director of Human Resources and the Coordinator of Recruitment and Hiring (Talent Acquisition), the Special Education Recruitment Specialist supports the efforts of the district in attracting, hiring the highest quality diverse workforce. The position develops, organizes, articulates, executes, and monitors a strategic equal opportunity recruitment plan that includes consultation, talent acquisition, selection, hiring, and onboarding to develop and maintain pool of qualified teachers of diverse backgrounds. The SE Recruitment Specialist will have knowledge and experience working as educators who serve students with disabilities, IEPs, etc. The position will develop metrics directly associated with meeting hiring goals and establishes relationships with higher education partners, local, state, and national organizations as well as business partners to expand the pool of mental health recruits. Utilizes data-driven decision-making processes during the recruitment and staffing season to assess progress toward targeted goals. Creates and tracks metrics in relation to hiring needs to monitor and alter recruitment approaches for continued employee acquisition.

**ESSENTIAL POSITION RESPONSIBILITIES**

- Serves as Department of Special Education representative in the Office of Human Resources
- Provides consultation and resources to special education teachers regarding application, placement, curriculum, and position requirements.
- Assists special education applicants in understanding the positions compliance requirements and HCPSS DSE programs.
- Develops and facilitates Special Education job fairs and hiring events in concert with the Coordinator, Recruitment and Hiring
- Researches, analyzes, and evaluates existing recruitment goals and strategies and current recruitment and sourcing trends to develop innovative solutions to attract high-quality candidates.
- Compiles and interprets statistical data to understand and improve the efficacy of the recruitment process and procedures.
- Assists in the development of class specifications, position descriptions, supplemental questions, and position postings.
- Utilizes technology including, but not limited to, Frontline Recruiting and Hiring (ATS), Workday Human Capital Management, Microsoft Office Suite, Google Workspace, and other web-based programs to support an efficient and effective recruitment and hiring process.
- Prescreens and recommends qualified candidates to hiring managers.
- Participates in onsite and virtual recruitment and interviewing events in Maryland and throughout the United States.

- Assists with the development of the salary offer and manage all candidate correspondence, including the employment offer, rejection letters and non-clearance letters.
- Conducts pre-employment background checks including, but not limited to, employment verifications, reference checks, and criminal background checks. Tactfully communicate with applicants concerning HCPSS decisions not to clear or hire the candidate.
- Communicates with potential candidates and new employees regarding the terms of their employment based on applicable negotiated agreement provisions. Assists all new hires with navigating and completing the onboarding process (certification, salary, benefits, etc.).
- Creates and maintains partnerships with colleges, trade schools and other community organizations and programs as appropriate to recruitment goals. Collaboratively works with the Professional Development Division with initiatives for professional development of support staff.
- Participates in training school-based leaders to execute recruitment and interviewing activities in accordance with school system procedures. Establishes collaborative relationships based on understanding the needs of internal stakeholders including, but not limited to, hiring managers, curriculum specialists, and school-based administrators.
- Works collaboratively with the Employee Credentialing team to ensure that required documentation is received and submitted to the Maryland State Department of Education.
- Supports the events and initiatives for the Division of Human Resources and Leadership Development including recruitment events, facilitating interview panels, and developing standard operating procedures documentation.
- Serves on committees and/or advisory groups.

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 the criteria below.**

#### **Education:**

- Bachelor's degree from an accredited college or university in business, education, human resources, or a closely related field.

#### **Experience:**

- Three years of experience and/or a combination experience with the following:
  - Experience as a special education educator.
  - Experience providing Professional Development to special education educators.

### **PREFERRED QUALIFICATIONS**

- A degree in Special Education from an accredited college/university.
- Two (2) years of recruiting and interviewing experience in a PreK-12 school setting.
- One year of experience utilizing Workday or a similar Human Capital Management System.

### **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. 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 Education Association's Educational Support Professionals unit. The current salary range for this position is Grade 25, \$79,880 - \$126,696. Salary will be determined by actual relevant experience in conjunction with salary procedures of the Howard County Public School System. 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 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](mailto: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

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Dr. Michael J. Martirano, Superintendent

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.