

Technical Assistant, Early Childhood

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 Curriculum, Instruction, and Assessment, the Technical Assistant, Early Childhood provides support for data management, Canvas development and editing, and project management for the Department of Curriculum, Instruction, and Assessment. The position provides technical assistance for early childhood grant management, elementary scheduling, and technical, purchasing, and administrative support for several curricular offices.

ESSENTIAL POSITION RESPONSIBILITIES

- Provides technical support for multiple curricular programs with the Synergy Student Information System, including running reports, entering data into systems, and reconciling data.
- Provides technical support for multiple curricular programs with the Canvas Learning Management System and G Suite, including creating and editing Canvas pages, managing groups, and posting announcements.
- Maintains, processes, and records all expenditures, receipts, and purchases for multiple curricular programs.
- Assists with the preparation, calculation, tracking, execution, and reconciliation of financial and budget data for multiple curricular programs using Workday and MyBudgetFile applications.
- Provides clerical and administrative support to multiple curricular offices, including the preparation of reports, management of confidential files, as well as the scheduling and organization of curriculum program activities.
- Performs clerical tasks including making photocopies, filing, distributing mail, and responding to general telephone and email inquiries within the assigned scope of responsibility.
- Communicates in-person, by phone, and digitally in a positive and effective manner with colleagues, staff, students, parents and/or guardians, families, and visitors.
- Maintains a high level of confidentiality and exercises tact, discretion, and judgment.
- Meets strict timelines to complete multiple tasks and responsibilities with minimal supervision.
- Works closely with the Coordinator of Early Childhood Programs to provide fiscal and data management for early childhood grants and budgets.
- Collaborates with the Office of Human Resources to manage the department's interview processes, including scheduling and sending interview correspondence, supporting the interview process, and maintaining the integrity of the procedures and protocols as required by OHR across all curricular programs.
- Works effectively and independently in a variety of situations, within condensed timelines and frequent interruptions.
- Demonstrates excellent interpersonal/customer service skills and written and verbal communication skills.

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

A combination of education and experience may be considered.

Applicants must meet the criteria in ONE of the rows below.	
A high school diploma or GED equivalent	<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 working with budgets, performing account reconciliation, and creating financial reports. ○ 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 systems (Canvas), student information systems (Synergy), or data warehouse systems (Hoonuit).
An Associate degree or higher	<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 working with budgets, performing account reconciliation, and creating financial reports. ○ 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 systems (Canvas), student information systems (Synergy), or data warehouse systems (Hoonuit).

PREFERRED QUALIFICATIONS

- Bachelor’s degree from an accredited college or university.
- Previous work experience in a PreK-12 school setting.
- One (1) year of grant 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 Technical Central Office and School Based salary scale, Grade 21, \$47,578 - \$94,540. Step 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 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 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) 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.