

Coordinator, Social Work Services

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 Program Innovation and Student Well-Being, the Coordinator of Social Work Services will provide leadership to support the school system's mission to ensure academic success and social-emotional well-being for each student in an inclusive and nurturing environment that closes opportunity gaps. The Coordinator has the primary responsibility for supporting mental health services through social work services and related agency support for the Howard County Public School System. The Coordinator will also support other programs and initiatives within the Department of Program Innovation and Student Well-Being.

ESSENTIAL POSITION RESPONSIBILITIES

- Plans, manages, and provides leadership to the instructional programs within the Department of Program Innovation and Student Well-Being, including, but not limited to: school social work and teen parenting.
- Provides leadership for growing mental health initiatives, including the Maryland Consortium for Coordinated Community Support.
- Works in partnership with staff working on other Blueprint projects.
- Collects and analyzes student participation and progress data, focusing on patterns to support growth of identified students.
- Develops and implements programs with schools and staff across the Division of Academics to support students identified for extra support.
- Provides leadership in the planning and organization of professional learning activities which support the goals of the department for program leaders, and for other instructional staff.
- Works with other Coordinators to design and develop mental health services for HCPSS.
- Collaborates with the community to enhance behavioral health services options for students.
- Facilitates the goal-setting process for the ongoing functioning of the Office of Social Work Services including school social workers.
- Provides leadership and support to the Teen Parenting and Outreach Services program.
- Coordinates the budget for the Office of Social Work Services.
- Uses current technology to manage and enhance the programs in the Office of Social Work Services, including data warehouse and student management system which supports social workers, student services staff, and administrator professional learning.
- Keeps abreast of current developments in areas of school social work and other relevant fields.
- Serves as a liaison to the Maryland State Department of Education for social work.
- Attends HCPSS Board of Education meetings and public budget hearings, as appropriate.
- Seeks, applies for, and facilitates grants aligned with programs within the office.

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:

- Master's degree from an accredited college or university with an emphasis in social work, education, or a related field.

Licensure:

- Hold one of the following social worker licenses issued by the Maryland State Board of Social Work Examiners:
 - Licensed Master's Social Worker (LMSW)
 - Licensed Certified Social Worker (LCSW)
 - Licensed Certified Social Worker- Clinical (LCSW-C)

Certification:

- Hold a current Maryland State Department of Education professional certificate with the School Social Worker and Administrator I endorsements.

Experience:

- Five (5) years of social work experience in a PreK-12 educational setting.
- Two (2) years of experience analyzing data to make programmatic decisions.
- Two (2) years of experience providing leadership to school system staff members.

PREFERRED QUALIFICATIONS

- Hold a Certified Social Worker (LCSW or LCSW-C) license
- Two (2) years of experience with one or more of the following:
 - Developing school systems budgets.
 - Designing and implementing professional development.
 - Managing multiple projects.
 - Utilizing technology to include web-based productivity and collaboration tools such as Microsoft Office Suite, Google Suite, learning management systems (Canvas), student information systems (Synergy), student management systems (TIENET), or data warehouse systems (Hoonuit).

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 a 12-month per year position in the Howard County Association of Supervisors and Administrators-Administrators (HCASA). The current salary range for this position is in the Coordinator lane on the School-Based and Central Office Administrators Scale, \$99,497-\$163,849. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCASA Master Agreement which considers relevant prior experience. 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. 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, license, and educator certificate) 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.