

## Community School Site Coordinator

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 Coordinator of Secondary School Counseling, the Community School Site Coordinator will establish a set of strategic partnerships between school and community resources that promote student achievement, positive learning conditions, and well-being of students by providing wraparound services.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Assist in developing policies and procedures for a consistent and robust Community Schools program for HCPSS.
- Work with vendors and community partners to advance shared goals and objectives for the Community Schools Program.
- Manage vendor relationships throughout the procurement cycle.
- Assist with the gathering and analysis of community and school data to develop needs and assets inventories for potential community school sites.
- Support the research/evaluation of the community school by supervising and coordinating the collection of data, timely submission of reports, and responses to other requests for information made by the initiative's leadership.
- Track key indicators of success for the Community Schools program.
- Assist with gathering community, family, and student feedback on community schools programming and wraparound services.
- Work in partnership with the school administration and leadership team to assess the school community's needs and assets.
- Facilitate the process of transforming the school into a full-service community school.
- Make home visits as appropriate.
- Coordinate all student and family support services and create a learning environment that supports student achievement and wellness.
- Coordinate support programs that address out of school learning barriers for students and families.
- Work to create a high performing community school wherein students and families are supported, community members are connected, and successful outcomes emerge.
- Communicate through small and large presentations to groups within the school community and the school system's community.
- Collaborate within the Division of Academics on shared policies and procedures.
- Collaborate with staff working on other Blueprint and Maryland Leads 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:**

- Bachelor's degree from an accredited college or university.

**Experience:**

- Five (5) years of experience working in community organizing, education, healthcare, or social work.
- One (1) year of experience working with community agencies to coordinate student success.
- One (1) year of experience working with families to coordinate community or educational services.

**PREFERRED QUALIFICATIONS**

- Master's degree from an accredited college or university in education, social work, healthcare, or a closely related field.
- Hold a current Maryland State Department of Education (MSDE) professional educator certificate and/or possess prior work experience within a PreK-12 setting.
- Experience with Howard County community resources, agencies, and school system.
- Bilingual in Spanish or another language.

**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 Education Association's Educational Support Professionals unit. The current salary range for this position is Grade 25, \$83,075 - \$131,763. 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.

**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, certification/licensure) 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 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.