

## **Specialist, Career and Technical Education**

The Howard County Public School System (HCPSS) is one of the top 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 of Career and Technical Education (CTE) and Coordinator of Postsecondary Access (PSA). The Specialist, Career and Technical Education, provides guidance, support and tracking with all purchasing, budgetary, funding, and finance-related aspects for both programs and supports other programmatic functions and processes. This includes providing guidance and support for all associated staff and programs related to these aspects as well.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Assist in the planning, maintenance and tracking of all associated budgets, which include operating and annual or competitive grants.
- Process and manage all spending of operating and grant funds based on HCPSS Policy 4050 (Procurement of Goods / Services).
- Analyze and evaluate all budgets, performing cost analysis and projections as needed, throughout the procurement cycle.
- Establish, maintain and communicate all expenditures for CTE and Post Secondary Access (PSA) associated budgets.
- Interact with Central Office staff, school-based instructional staff and personnel, Maryland State Department of Education (MSDE) staff, auditors, community members, vendors, contractors, and other stakeholders to provide information, support, and guidance as it relates to CTE and PSA.
- Manage, develop, and/or maintain vendor and supplier relationships throughout the procurement cycle, which includes developing processes and systems to continually improve efficiency and communications related to purchasing processes.
- Provide technical assistance and administrative support for CTE teachers, PSA staff, and other school-based staff.
- Create and maintain records, files, spreadsheets and reports associated with all budgetary and finance tracking processes, as well as for student participation and persistence with both programs.
- Provide technical assistance and customer service to HCPSS internal and external stakeholders, and support for data reporting and analysis

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.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)**

- Knowledge of Workday navigation and proficiency.
- Knowledge of annual budget cycle and procurement processes.
- Ability to use spreadsheets to organize, manipulate, and analyze data.

- Ability to use technology to include web-based productivity and collaboration tools such as Microsoft Office Suite, Google Suite, video conferencing software, learning management systems (Canvas), student information systems (Synergy), and data warehouse systems (Hoonuit)

**MINIMUM QUALIFICATIONS**

**A combination of education and experience may be considered.**

<b>Education</b>	<b>Experience</b>
Associate’s degree from an accredited college or university.	Six (6) years of experience in business, accounting or finance roles to include at least one year of experience monitoring budgets, performing account reconciliation, and/or creating financial reports.
Bachelor’s degree from an accredited college or university.	Four (4) years of experience in business, accounting or finance roles to include at least one year of experience monitoring budgets, performing account reconciliation, and/or creating financial reports.

**PREFERRED QUALIFICATIONS**

- Bachelor's degree, or higher, with coursework in Business Administration, Finance, Accounting, or related field.
- Experience monitoring budgets, performing account reconciliation, and creating financial reports
- Experience in a PreK-12 public school or educational institution setting.
- Experience utilizing spreadsheets to organize, manipulate, and analyze data.
- Experience using Workday application.

**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.

**EMPLOYMENT INFORMATION**

This is a 12-month per year position in the Howard County Education Association, Educational Support Professionals (HCEA-ESP) employee unit. The current salary range for this position is Grade 25 on the 12-Month Technical Central Office and School Based salary scale, \$84,944 - \$134,728. Actual step placement will be in accordance with the 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 experiences and education that 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 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).

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.