



VACANCY ANNOUNCEMENT

August 31, 2022

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

SUPERVISOR OF SCHOOL COUNSELING

To provide clinical, instructional, and administrative leadership for the school counseling programs and functions in the Harford County Public Schools.

DUTIES AND RESPONSIBILITIES INCLUDE

- Provides leadership for comprehensive, effective, and reasonably uniform programs of school counseling services, Pre-K to 12.
- Initiates and coordinates the development, implementation, and evaluation of school counseling services, Pre-K to 12.
- Observes, analyzes, reports on, and assists in the performance of all school counselors.
- Participates with the principal in the formal observation and evaluation of probationary school counselors and tenured school counselors mutually agreed upon in discussion with the principal.
- Provides assistance to school counselors who are engaged in learning and practicing new skills.
- Develops and implements professional development for school counselors in order to promote improvements in the performance of school counselors and to implement best practices.
- Disseminates information pertinent to the professional growth of school counselors and trends in school counseling services.
- Ensures all school counselors adhere to the American School Counselor Association National Model so that every school has a comprehensive program.
- Evaluates materials for use by school counselors and students and assists school personnel in selecting appropriate materials.
- Assists in the recruitment, selection, and placement of school counselors.
- Serves as the liaison with local, state, and national organizations and groups which focus upon school counseling in public education.
- Assists in planning instructional facilities for new and remodeled schools.
- Interprets the school counseling program, policies, objectives, and practices to students, teachers, parents, and others who may need or wish to know about them.
- Recommends policy and/or practices and recommends changes to the policies and practices as needed.
- Prepares, maintains, and oversees grants pertaining to school counseling
- Performs other work-related duties as assigned.

OTHER RESPONSIBILITIES

SALARY

This is a twelve-month position with twenty (20) days of annual leave. Salary range based on the FY 2022-2023 APSASHC Salary Schedule for Administrative and Supervisory Personnel.

- Grade 3 Salary Range: \$121,708 - \$147,036

REQUIREMENTS

- Master's degree from an accredited college or university in school counseling.
- Five years of successful experience as a school counselor.
- Hold or be eligible for an Advanced Professional Certificate in school counseling and Administrator I.
- Excellent oral and written communication skills.
- Proficient in the use of Microsoft Office Software programs.
- Experience working with data collection, analysis, and interpretation in an educational setting.
- Excellent written, organization, and communication skills.
- Exemplary human relation skills.
- Demonstrated leadership, management, and organizational skills.

HOW TO APPLY | Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at www.hcps.org. If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.

DEADLINE | Online applications will be accepted for this vacancy until the position is successfully filled. Candidates who apply by Monday, **September 12, 2022** will receive first consideration.

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, *et seq.*), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Renée McGlothlin, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-588-5247 or by email to Renee.McGlothlin@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE