



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

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www.hcps.org

January 25, 2023

AN EQUAL OPPORTUNITY
EMPLOYER

VACANCY ANNOUNCEMENT

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.

CHECK & CONNECT GRANT MENTOR Office of Special Education

To assist the Student Support Services department with implementing the Check & Connect Intervention program. The position will assist with implementing the program within identified schools for Harford County Public Schools.

- This is 10-month, part-time, hourly grant funded position.
- This is a 2-year grant funded position in effect through June 30, 2023.
- Persons employed in this position are not eligible for benefits nor are they affiliated with HCPS bargaining units.

DUTIES AND RESPONSIBILITIES INCLUDE

These are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

- Collects and reports data to Check & Connect Grant Manager.
- Serves as a resource to school-based staff, parents, adult services providers, and community partners on supports related to the student engagement intervention.
- Assists families with access to resources to support successful student engagement.
- Provides weekly mentoring services to assigned students and families and collaborates with identified teachers of assigned students as needed.
- Communicates and interacts with students, parents, staff, and community partners as appropriate.
- Maintains appropriate records and follows required procedures and practices.
- Attends identified meetings and serves on special committees as directed by the immediate supervisor.
- Monitors appropriate use and care of equipment, materials, and facilities.
- Performs other work-related duties as assigned.

SALARY

\$21.40 per hour; non-benefited position

REQUIREMENTS

- High school diploma or GED.
- Experience working with at-risk youth.
- Possesses excellent verbal, written communication, and interpersonal skills.
- Proficient in use of Microsoft Office Suite software and other related computer and web-based technology.
- Availability to work a flexible schedule to include occasional evenings and/or weekends.
- Excellent written and oral communication skills; excellent human relation skills.
- Able to work cooperatively with all personnel and the general public.

HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at www.hcps.org. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

DEADLINE

Online employment applications will be accepted **until filled**.

The Board of Education of Harford County Public 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 Renee McGlothlin, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to [410-809-6087](tel:410-809-6087) 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](tel:1-800-421-3481), or both.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE