



Human Resources Office

102 S. Hickory Avenue
Bel Air, Maryland 21014
410-588-5226 - www.hcps.org

AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT

May 17, 2024

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 TRAINER/MENTOR CENTRAL OFFICE

To assist the Student Support Services Department with coordinating and implementing the Check & Connect Intervention program. The position will coordinate and assist with implementing the program within identified schools for Harford County Public Schools. The Check & Connect Trainer/Mentor will be responsible for the supervising, training and coaching of new mentors, data collection and reporting.

DUTIES AND RESPONSIBILITIES INCLUDE

These items 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.

- Facilitates project coordination and organization of grant-related initiatives.
- Supervises, develops, maintains, and provides initiative-based training, training materials and supports for coaching of new and continuing mentors.
- Collects, analyzes, and reports data to Harford County Public Schools and for grant reporting.
- Serves as a resource to school-based staff, parents, adult service providers, and community partners on supports related to the student engagement intervention.
- Collaborates with stakeholders on individualized supports for student engagement.
- Provides staff with ongoing professional learning opportunities to continue building capacity and best practices in the area of student engagement.
- 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.
- Monitors mentor/mentee relationships, meetings, and data collection.
- Performs other work-related duties as assigned.

SALARY

- Salary is in accordance with the Non-Certificated Administrative, Technical and Supervisory Professionals salary schedule, Grade A (\$76,102). May increase with additional education and experience.

REQUIREMENTS

- Bachelor's degree from an accredited college or university in a field related to education or working with youth.
- Three years of current experience working with youth at risk of drop out and/or disengagement.
- Possesses excellent verbal, written communication, and interpersonal skills.
- Proficient in use of Microsoft Office Suite software and other related computer and web-based technology.
- Possesses knowledge of IDEA.
- 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 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 Friday, May 24, 2024, will receive immediate 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 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 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