



Human Resources Office

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www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

November 18, 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.


















PUPIL PERSONNEL WORKER POOL

To work with students, parents, school personnel, and public and private agencies to enable the student with special needs to secure to the maximum of his or her ability the benefits of an education so that he or she can function in society.

This advertisement will be used to create a pool of candidates to fill positions that become available for the 2025-2026 school year or as immediate needs are identified. Candidates selected for the pool will receive active consideration through June 30, 2028. Harford County Public Schools reserves the right to re-advertise and modify the content of this announcement at any time; this may be the only advertisement for this position during the aforementioned period.

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY 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.

-  Provides, in coordination with other services and administrative personnel, assistance to staff and parents in providing for the student's basic needs.
-  Assists the student, through individual and group processes, to assume responsibility for his/her actions, to achieve self-understanding, and to resolve conflict.
-  Assists in the identification of students with adjustment problems by studying all available information, by observing the student in the classroom and during other activities, and by visiting the student's home and consulting with the parents, school staff, and community agencies.
-  Serves as liaison between the school and home.
-  Serves as a member of the Pupil Services Team and, as necessary, the Individualized Education Program (IEP) and 504 Plan Committee in the schools to which assigned.
-  Maintains a case record on each referred student; coordinates the activities of all persons working with the student.
-  Explains school programs and interprets school policies to students, parents, school staff, and community personnel.
-  Presents testimony and recommendations at court hearings.
-  Investigates special admissions and withdrawal of students, school boundary cases, and requests for student transfers.
-  Coordinates services to affect an appropriate program for the student with special educational needs, including home and hospital teaching services.
-  Gathers and maintains student data for accounting purposes.
-  Assists with the placement of students in state/private schools and institutions; assists in determining school placement and programs for students returning from other institutions.
-  Coordinates the home instruction program as assigned, including the review of those cases requiring Local Education Agency (LEA) supervisors.
-  Assists with the interpretation and enforcement of the attendance policy for the Harford County Public School System.
-  Assists in the referral of child neglect and child abuse cases to proper legal authorities.
-  Serves as a member of the regional crisis intervention team.
-  Serves as the student's advocate in selected cases of suspension, expulsion, and withdrawal.

SALARY

- Assists in the formulation, implementation, and supervision of programs and services for at-risk students.
- Serves as an educational representative on community agency advisory committees.
- Provides assistance in the development and implementation of in-service activities and programs to facilitate optimal development of all students.
- Recommends policy and/or practices and the changes to them which are needed.
- Serves as the Superintendent's designee for suspension conferences as assigned.
- Performs other work-related duties as assigned.

- This is a twelve-month position with twenty (20) days of annual leave. Salary range based on Grade 1 of the FY 2024-2025 APSASHC Executive Salary Schedule for Administrative and Supervisory Personnel – 12 Month Employees. Starting Salary: \$119,936 – Maximum Earnings Potential \$144,896.
- Pupil Personnel Workers who earn 30 additional credits beyond a Master's Plus 30 will receive a \$3,000 stipend.
- Pupil Personnel Workers who earn a Doctorate shall receive a \$500 stipend.
- Full salary schedules can be found at the bottom of the Current Vacancies webpage <https://www.hcps.org/departments/humanresources/vacancies.aspx>
- HCPS offers an expansive benefits package including medical, vision, dental, life insurance, retirement savings, pension, paid time off, and more.
- For a complete list of benefits, please visit the Employment Benefits section of the Human Resources webpage: <https://www.hcps.org/departments/HumanResources/Default.aspx>
- For more information on holidays and paid time off, please refer to the Holidays and Leave Provisions sections of the Association of Public School Administrators and Supervisors of Harford County (APSASHC) Negotiated Agreement: <https://www.hcps.org/boe/collectivebargaining.aspx>
- FLSA: Exempt

TRAINING AND EXPERIENCE REQUIRED

- Master's degree from an accredited college or university with coursework related to:
 - school law;
 - counseling methods;
 - early childhood or adolescent psychology;
 - multi-cultural issues;
 - family systems/dynamics;
 - delivery of pupil personnel services and programs;
 - abnormal psychology or juvenile delinquency; and/or,
 - educational assessment interpretation.
- Three years of successful teaching experience or applicable related experience.
- Hold or be eligible for a Maryland Advanced Professional Certificate (APC) with a Pupil Personnel Worker endorsement at the time of application. Administrator I certification preferred.
- Proficient in the use of computer technology, including Microsoft Office Suite software programs.
- Excellent interpersonal and oral/written communication skills.
- Excellent planning and organizational skills.

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 applications will be accepted for this pool through 11:59 p.m. Friday, January 3, 2025.

The Board of Education of Harford County is committed to providing an inclusive and welcoming environment for all employees and applicants. We adhere to the principles of equal opportunity in all aspects of employment and do not discriminate on the basis of race, color, national origin, sex (including pregnancy and related conditions, sexual orientation, and gender identity), religion, disability, age, genetic information, or any other characteristic protected by applicable federal, state, or local laws.

In accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964, the Board of Education of Harford County prohibits discrimination based on sex, race, color, national origin, religion, or any other protected characteristic in any program or activity it operates. The Board of Education of Harford County encourages applications from all qualified individuals.

Inquiries or concerns about your rights related to Title IX can be directed to our Title IX Coordinator, Dr. Eric Davis, at 102 South Hickory Ave, Bel Air, MD 21014, 410-588-5202, or TitleIX@hcps.org. Inquiries related to your rights under Title VI or Title VII can be directed to our Coordinator of Investigations, Ms. Renee McGlothlin, at 410-809-6087 or Renee.McGlothlin@hcps.org. Harford County Public Schools' non-discrimination policy can be accessed here: [NON-DISCRIMINATION POLICY: \(hcps.org\)](#) and found on the HCPS website under Board of Education Policies and Procedures. Harford County Public Schools' non-discrimination statement can be accessed here: [NON-DISCRIMINATION STATEMENT: \(hcps.org\)](#) and found on HCPS' homepage.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE