The Harford County Public School System (HCPS) does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, gender identity, marital status, genetic information, disability, or any other basis prohibited by law with regard to employment or conditions of employment, or participation in or access to its programs, activities or services. Inquiries related to the non-discrimination policy of the Board of Education of Harford County should be directed to the Supervisor of Equity and Cultural Proficiency at 410-809-6065.
Mission Statement
The Office of Pupil Personnel Services is committed to providing direct intervention and case management services to students and families who are experiencing academic, behavioral, emotional, physical, and/or social difficulties. The pupil personnel worker collaborates with school administrators, teachers, agencies, human service providers, and other student support services personnel to coordinate services for families in order that students may achieve the maximum benefits from their educational experience.

Why does Nate misbehave in school?
Why does Robin have difficulty with her class work?
Why does Pamela fail to attend school regularly?
Why is Monica planning to drop out of school?

The Pupil Personnel Worker is called upon to help answer these “whys” and to help develop an assistance plan.

Role/Function
The role of the Pupil Personnel Worker is to serve the needs of students as they attend the public schools in Harford County. Facilitator, problem solver and trouble shooter are words often used to describe this service. Advocating for the student and family is also a primary function. The PPW investigates factors that interfere with the student’s success in school and facilitates remedial action within the framework of the student services team process.

Some of the most common functions of the pupil personnel worker include:

☐ Counseling/conferencing with individuals and groups
☐ Conducting home visits to promote family involvement
☐ Responding to emergency welfare situations for students and families
☐ Collaborating with the classroom teacher to facilitate the adjustment of students
☐ Providing crisis support for schools
☐ Interpreting school policies, county policies and procedures for students and families
☐ Coordinating home and hospital teaching
☐ Monitoring/supervising home schooling cases
☐ Investigating non-resident and out-of-district requests
☐ Facilitating student placement in and out of alternative programs
☐ Performing other administrative assignments on behalf of students.

Certification
The State Board of Education requires certification according to Code of Maryland Annotated Regulations (COMAR) 13A.12.03.06 for Pupil Personnel Workers. Requirements include:

☐ Master’s degree in pupil personnel or related field
☐ Graduate work including courses in specialized fields
☐ Three years of satisfactory teaching experience

All requirements for Pupil Personnel Worker certification are available from the MSDE Division of Certification.

If you have questions or would like to contact a Pupil Personnel Worker, please see below to locate the PPW assigned to your area:

Aberdeen Pupil Services  410-273-5514
Aberdeen Middle
Bakerfield Elementary
Church Creek Elementary
Hall’s Cross Roads Elementary
George D. Lisby @ Hillsdale Elementary

Bel Air Pupil Services  410-638-4143
Bel Air Elementary
Bel Air High
Bel Air Middle Emmorton
Elementary Homestead/Wakefield
Elementary Patterson Mill High
Ring Factory Elementary

Edgewood Pupil Services  410-612-1521
Deerfield Elementary
Edgewood Elementary
Edgewood High
Edgewood Middle
William S. James Elementary