Office of Pupil Personnel Services

Harford County Public Schools
102 S. Hickory Avenue
Bel Air, Maryland 21014
410-838-7300
Toll Free: 866-588-4963
FAX 410-893-2478
www.hcps.org
Action Information Line 410-638-0022

Maryland Relay TTY 1-800-201-7165
In Maryland 7-1-1

Robert M. Tomback, Ph.D.
Superintendent of Schools

The Harford County Public School System does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, or disability in matters affecting employment or in providing access to programs. Inquiries related to the policies of the Board of Education of Harford County should be directed to the Manager of Communications, 410-838-5203.
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.

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