VACANCY ANNOUNCEMENT

CHECK AND CONNECT GRANT MENTOR
Central Office – 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 September 30, 2021.
- Persons employed in this position are not eligible for benefits nor are they affiliated with HCPS bargaining units.

DUTIES AND RESPONSIBILITIES INCLUDE

- 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

$20.00 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 Current Job Openings 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.

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 Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to Paula.Stanton@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