



Human Resources Office

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

AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT

June 21, 2022

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.

CAREER COUNSELING SPECIALIST OFFICE OF HUMAN RESOURCES

Under the supervision of the Coordinator of Certification, the Career Counseling Specialist develops a career plan with individuals, performs assessments with participants to help them identify a career path and creates a career plan; works with participants to perfect their resumes and interview skills; builds relationships with stakeholders; leverages local resources for career change accessibility and processes; and follows trends in job growth and workforce needs in our area.

- Position is a 2-year grant funded position effective July 1, 2022 and will sunset on June 30, 2024.
- Any internal candidate who is selected for the position would be placed into a position that they are qualified for and in which an available vacancy exists at the conclusion of the position and timeframe provided.

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.

- Performs assessments with participants to determine their interests, work history, educational history, skills, and strengths.
- Evaluates employee's background, education, and training, to help them develop individualized pathways and realistic goals for career change plans and/or career advancement.
- Makes career pathway recommendations based on interest assessments, the labor market, and HCPS staffing needs and talent pathways.
- Creates concrete career development assignments, steps, self-assessment, and goals to help participants move more quickly through the career exploration and decision-making process.
- Identifies barriers to employment goals and works with participants on problem-solving, resource identification, and action steps to reduce or remove barriers.
- Motivates and guides participants in meeting the goals laid out in their employment plans.
- Works individually with employees on resume building skills, application completion and preparing for interviews as needed.
- Conducts group workshops on a variety of topics, including HCPS talent pathway options, writing resumes and cover letters, successful job interviewing, navigating the qualification processes, and career development resources.
- Assists employees and identified outside candidates with selecting and applying for educational programs to obtain the necessary degrees, credentials, and/or skills needed in order to pursue career opportunities within the organization.
- Collaborates with the Supervisor of Equity to identify opportunities and initiatives to promote diversity and equitable outcomes for talent pathways and participants.
- Collaborates with the Talent Pathways Manager for alignment, support, and leveraging of the HCPS Talent pathways initiative.
- Identifies and reports on trends in job growth and job opportunities in our organization.
- Assists employees with finding both internal and external resources related to an individual's job change plans and/or career advancement goals.
- Promotes Harford County Public Schools resources to educate employees and all interested participants of growth and employment opportunities.
- Monitors the certification status of all conditionally certificated educators, ensuring that educators meet the MSDE COMAR certification requirements according to stated timeframes.
- Performs other work-related duties as assigned.

SALARY

Salary is in accordance with the Non-Certificated Administrative, Technical and Supervisory Professionals 2022-2023 salary schedule, Grade D (\$88,001 – \$116,116)

REQUIREMENTS

- Master's degree in counseling, educational counseling, career development, guidance counseling, rehabilitation counseling, clinical psychology, counseling psychology, behavioral or social sciences, or the equivalent is preferred. OR BA/BS in Psychology, Business, Human Resources or a related field with two plus years of relevant work experience.
- Must obtain training as a MSDE Certification Authorized Partner (CAP) within the first year of employment.
- Thorough knowledge of career counseling, school system related job opportunities, talent pathways, and internal and external resources related to essential functions of the position.
- Strong written and verbal communication skills; excellent interpersonal skills.
- Must possess strong organizational skills in areas including record-keeping, scheduling, and follow-up to ensure a high level of customer service.
- Hold and maintain a valid driver's license to carry out the essential functions of the position.

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 that apply by Monday, June 27, 2022 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