



## Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: [talentmanagement@hcps.org](mailto:talentmanagement@hcps.org)

[www.hcps.org](http://www.hcps.org)

February 1, 2023

AN EQUAL OPPORTUNITY  
EMPLOYER

### VACANCY ANNOUNCEMENT

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.

### SUMMER PROGRAM – SCHOOL COUNSELOR

#### Internal for HCPS Employees – Use this application to apply for Summer Programs

The school counselor is responsible for duties related to designing and implementing a comprehensive and developmental school counseling program. The primary goals and objectives of the position are to implement strategies and activities to support and maximize each student's ability to learn; to provide the foundation for the acquisition of skills, attitudes, and knowledge that enable students to make a successful transition to the work force; to provide the foundation for personal and social growth into adulthood.

#### 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.*

- Establishes developmental, sequential, and systematic guidance lessons in order to provide skills and knowledge to all students in the areas of academic, career, and personal/social development. Assesses student knowledge prior to and concluding guidance lessons to measure growth.
- Conducts individual and small group counseling sessions with students.
- Coordinates student intervention programs tailored to meet the needs of the school population. Assists with accommodations, behavior modification, and classroom observations of students.
- Supports student advancement from grade to grade, plans for successful transitioning between school levels, advises on academic placement and course selection, and reviews course schedules to assure progress toward graduation. Distributes information concerning curriculum offerings, school activities, programs, and scholarship opportunities to students and parents.
- Assists students with self-assessment strategies which identify skills, interests, aptitudes, and attitudes as they relate to academic and career goals.
- Understands and applies knowledge of diversity issues, human growth and development, and counseling theories and techniques.
- Adheres to confidentiality guidelines and ethical standards governed by state and national counseling associations.
- Maintains a record of program activities that address each domain of school counseling. Evaluates the effectiveness of programs and interventions through the use of assessments, surveys, and other forms of data collection and analysis. Sets professional goals and conducts an evaluation of the comprehensive school counseling program at the end of the school year.
- Organizes and interprets data for use in counseling and decision making as it relates to academic placement or referral options, monitors student progress through data analysis, and shares data findings with administrators, teachers, parents, and students.
- Maintains an up-to-date collection of resource materials and books related to academic, career, and personal/social development for students, staff, and parents.
- Fosters a positive and respectful climate within the school community. Uses communication and conflict resolution skills effectively with staff members, students, and parents.
- Serves as liaison between parents, teachers, administrators, support staff, and community resources in order to facilitate successful student development. Effectively utilizes the services of school psychologists, pupil personnel workers, school nurses, special education staff, community professionals, and agencies.
- Reports cases to appropriate central office staff, school teams, or community agencies when a person's health or safety may be in jeopardy.

## REQUIREMENTS

- Participates in on-going professional development designed to enhance and increase personal skills as a professional school counselor.
  - Promotes the school counseling program and aligns counseling goals with the visions and improvement plans of the school and county.
  - Serves as a member of the school Student Services Team and the county Trauma Response Team.
  - Performs other work-related duties as assigned.
- 
- Master's degree from an accredited college or university in school guidance and counseling.
  - Must hold or be eligible for a Maryland Advanced Professional Certificate endorsed as a school counselor.

## 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](http://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. Apply by March 1, 2023 for 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: Involving **students**, refer to: Ken Miller, [102 South Hickory Avenue, Bel Air, MD 21014](mailto:102.South.Hickory.Avenue.Bel.Air.MD.21014@410.375.0408) at [\[410\] 375-0408](tel:410.375.0408) or [Kenneth.Miller@hcps.org](mailto:Kenneth.Miller@hcps.org); Involving **all other members of the school community**, refer to: Renee McGlothlin, [102 South Hickory Avenue, Bel Air, MD 21014](mailto:102.South.Hickory.Avenue.Bel.Air.MD.21014@410.809.6087) at [\[410\] 809-6087](tel:410.809.6087) or [Renee.McGlothlin@hcps.org](mailto:Renee.McGlothlin@hcps.org). Discrimination complaints may also be filed with other agencies, such as the Office of Civil Rights in the United States Department of Education. Assistant Secretary for the Office of Civil Rights: 400 Maryland Avenue, SW, Washington, D.C. 20202, 1-800-421-3481. For updated information on the Board of Education, visit [www.hcps.org](http://www.hcps.org).

**AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE**