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 COACHING SPECIALIST

To assist the Supervisor of School Counseling in administering, coordinating, and enhancing all aspects of the Blueprint Career Coaching program to be administered in partnership with the Susquehanna Workforce Network (SWN) and Harford Community College (HCC) for HCPS students grades 6-12.

- This is a grant funded assignment to be in effect through June 30, 2026.
- Grant funded assignments will be in effect as stipulated in the grant. Assignment continuation is contingent upon available grant funding.
- This is an eleven-month position.
- Position is eligible for the Teacher Specialist stipend.
- Teacher Specialists are required to work one additional hour per day beyond the teacher schedule.

DUTIES AND RESPONSIBILITIES INCLUDE

- Oversees and implements all of the Harford County Public Schools (HCPS) requirements related to the Blueprint Career Coaching program, as specified in the HCPS Blueprint Implementation Plan and the Blueprint Career Coaching MOU between HCPS, SWN, and HCC.
- Participates in the development and continued enhancement of the Blueprint Career Coaching program. Assists in the development, expansion, and evaluation of career coaching opportunities for grades 6-12.
- Serves as the HCPS liaison between school, SWN, and HCC staff, for all career coaching activities through the Blueprint Career Coaching program.
- Facilitates all aspects of the SWN, HCC, and HCPS MOU, including:
  a. Collaboration on the Budget and Disbursement Schedule and working with the Office of Business Services for all grant and financial related reporting.
  b. Collaboration on student data requests, coordination, and reporting.
  c. Coordination of the SWN Career Coaches assigned within our schools in collaboration with SWN personnel.
  d. Assists teachers, counselors, administrators, career coaches and the SWN staff with activities and access to students.
  e. Collaborates, enhances, and approves SWN prepared career coaching materials including communications, resources, professional development, etc. prior to being shared with HCPS students and/or staff.
  f. Supports communication about the Career Coaching program within HCPS, through HCPS media platforms, and with families.
- Assists with program alignment to the HCPS North Star Initiative and the Maryland Blueprint for Maryland’s Future.
- Collaborates with the Office of Accountability, OTIS and school-based teams to collect and organize student data related to career coaching to share with identified stakeholders.
- Coordinates meetings with program partners to address career counseling needs across the school system.
- Explores emerging instructional practices related to career coaching.
- Plans and conducts professional development for teachers and students related to the Blueprint Career Coaching program.
- Ensures all activities related to the Blueprint Career Coaching program are conducted equitably and within the scope of the Blueprint for Maryland’s Future law, amendments, and guidance from the Maryland State Department of Education (MSDE) and the Accountability and implementation Board (AIB).
- Performs other work-related duties as assigned.
Vacancy Announcement
Career Coaching Specialist
June 27, 2023

SALARY
Salary is in accordance with the HCEA eleven-month salary schedule for certificated teachers.

REQUIREMENTS
- Must hold or be eligible for a Maryland Advanced Professional Certificate. Administration I endorsement is preferred.
- Five years of successful teaching and/or school counseling experience.
- Successful experience managing long-term projects and/or grants.
- Proficient in the use of Microsoft Office software programs.
- Experience working with data collection, analysis and interpretation in an educational setting.
- Excellent written, organization, and communication skills.
- Exemplary human relation skills.
- Demonstrated leadership, management, and organizational skills.
- Demonstrated knowledge of culturally responsive pedagogy.
- Demonstrated knowledge or training in adult learning theory and/or peer coaching techniques, as well as culturally responsive adult learning theory.
- Demonstrated ability to work independently.

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 who apply by Wednesday, July 5, 2023, 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 Involving students, refer to: Ken Miller, 102 South Hickory Avenue, Bel Air, MD 21014 at (410) 375-0408 or Kenneth.Miller@ hcps.org; Involving all other members of the school community, refer to: Renee McGlothlin, 102 S. Hickory Avenue, Bel Air, MD 21014 at (410) 809-6087 or 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, DC 20202, 1-800-421-3481. For updated information on the Board of Education, visit www.hcps.org.

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