



Human Resources Office
102 S. Hickory Avenue
Bel Air, Maryland 21014
410-588-5226 - www.hcps.org
AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT

November 20, 2023

PUPIL PERSONNEL WORKER

To work with students, parents, school personnel, and public and private agencies to enable the student with special needs to secure to the maximum of his or her ability the benefits of an education so that he or she can function in society.

This advertisement will be used to create a pool of candidates to fill positions that become available for the 2024-2025 school year or as immediate needs are identified. Candidates selected for the pool will receive active consideration through June 30, 2027. Harford County Public Schools reserves the right to re-advertise and modify the content of this announcement at any time; this may be the only advertisement for this position during the aforementioned period.

DUTIES AND RESPONSIBILITIES INCLUDE

These 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.

- Provides, in coordination with other services and administrative personnel, assistance to staff and parents in providing for the student's basic needs. Assists the student, through individual and group processes, to assume responsibility for his/her actions, to achieve self-understanding, and to resolve conflict.
- Assists in the identification of students with adjustment problems by studying all available information, by observing the student in the classroom and during other activities, and by visiting the student's home and consulting with the parents, school staff, and community agencies.
- Serves as liaison between the school and home.
- Serves as a member of the Pupil Services Team and, as necessary, the Individualized Education Program (IEP) and 504 Plan Committee in the schools to which assigned.
- Maintains a case record on each referred student; coordinates the activities of all persons working with the student.
- Explains school programs and interprets school policies to students, parents, school staff, and community personnel.
- Presents testimony and recommendations at court hearings.
- Investigates special admissions and withdrawal of students, school boundary cases, and requests for student transfers.
- Coordinates services to affect an appropriate program for the student with special educational needs, including home and hospital teaching services.
- Gathers and maintains student data for accounting purposes.
- Assists with the placement of students in state/private schools and institutions; assists in determining school placement and programs for students returning from other institutions.
- Coordinates the home instruction program as assigned, including the review of those cases requiring Local Education Agency (LEA) supervisors.
- Assists with the interpretation and enforcement of the attendance policy for the Harford County Public School System.
- Assists in the referral of child neglect and child abuse cases to proper legal authorities.
- Serves as a member of the regional crisis intervention team.
- Serves as the student's advocate in selected cases of suspension, expulsion, and withdrawal.
- Assists in the formulation, implementation, and supervision of programs and services for at-risk students.
- Serves as an educational representative on community agency advisory committees.
- Provides assistance in the development and implementation of in-service activities and programs to facilitate optimal development of all students.
- Recommends policy and/or practices and the changes to them which are needed.
- Serves as the Superintendent's designee for suspension conferences as assigned.

	<p>OTHER RESPONSIBILITIES:</p> <ul style="list-style-type: none"> Performs other work-related duties as assigned.
SALARY	<p>This twelve-month position includes twenty (20) days of annual leave. Salary range based on the FY 2023-2024 APSASHC Salary Schedule for Administrative and Supervisory Personnel.</p> <ul style="list-style-type: none"> Grade 1 Salary Range: \$118,163 - \$142,754
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> Master's degree from an accredited college or university with coursework related to: <ul style="list-style-type: none"> school law; counseling methods; early childhood or adolescent psychology; multi-cultural issues; family systems/dynamics; delivery of pupil personnel services and programs; abnormal psychology or juvenile delinquency; and/or, educational assessment interpretation. Three years of successful teaching experience or applicable related experience. Hold or be eligible for a Maryland Advanced Professional Certificate (APC) with a Pupil Personnel Worker endorsement at the time of application. Administrator I certification preferred. Proficient in the use of computer technology, including Microsoft Office Suite software programs. Excellent interpersonal and oral/written communication skills. Excellent planning and organizational skills.
HOW TO APPLY	<p>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.</p>
DEADLINE	<p>Online applications will be accepted for this vacancy through 11:59 pm Wednesday, January 3, 2024.</p>

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 Renée McGlothlin, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-588-5247 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