



POSITION ANNOUNCEMENT

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State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF CAREER AND COLLEGE READINESS JUVENILE SERVICES EDUCATION PROGRAM

July 1, 2016

OPEN AND CONTINUOUS RECRUITMENT

The Maryland State Department of Education is accepting applications on a continuing basis to build an applicant pool for anticipated position vacancies in juvenile facilities. Applicants will remain active for one year following receipt and will be considered as openings occur.

POSITION TITLE: School Guidance Counselor

SALARY: Salary to be determined following assessment of the applicant's education and experience.

NATURE OF WORK: This is a professional position responsible for providing a needs-based, comprehensive, planned school counseling program including services that facilitate skills in personal and academic achievement, educational/career decision making, and interpersonal relationships.

DUTIES AND RESPONSIBILITIES: Conducts a wide range of programs to assist students, parents, and staff in making decisions regarding educational planning, career planning, and social/emotional issues; ensures that all students experience a set of guaranteed school counseling services, as appropriate; provides individual and small group counseling for students; provides classroom guidance lessons designed to meet the developmental needs of students.

MINIMUM QUALIFICATIONS: **EDUCATION:** Possession of a Master's Degree in School Counseling, Guidance Counseling, or School Guidance and Counseling from an accredited college or university; possession of or eligible for a Maryland State Department of Education professional teaching certificate with a guidance endorsement.

EXPERIENCE: One year of professional experience in teaching and/or school based counseling.

NOTE: A current Maryland State Department of Education (MSDE) Certificate with a Guidance or School Counselor endorsement may substitute for the one year of professional experience.

ESSENTIAL REQUIREMENTS: Expert knowledge of guidance and counseling principles and methods; knowledge of recent developments, current literature, and sources of information in guidance and counseling; working knowledge of individual and group behavior; skill in working with students who have social, emotional and health problems; skill in applying the appropriate administrative procedures and educational techniques used in guidance; ability to communicate effectively, both orally and in writing.

PROCEDURE FOR APPLICATION:

Applicants must include their resume, complete a Maryland State Department of Education (MSDE) Application for Employment, -AND- a copy of their current or *most recent Teaching Certificate* indicating application for *School Guidance Counselor, Academic Juvenile Services Education*. The application, resume, and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential requirements for the position. Completed Applications must be directed to the Staff Employment Section, Office of Human Resources, Maryland State Department of Education, 200 W. Baltimore Street, Baltimore, MD 21201 or faxed to 410.333.8950.

For inquiries or an MSDE Application, contact 410.767.0019, TTY/TDD 410.333.3045, or visit our website at www.marylandpublicschools.org/MSDE/aboutmsde/jobs. All applications will be accepted until the position is filled.

Appropriate accommodations for individuals with disabilities are available upon request.

PROCESS:

Applications will be screened and placed in one of these categories: Best Qualified, Better Qualified, Qualified, or Not Qualified. Applications will continue active consideration for one year from the date of receipt. Requests to continue active consideration for an additional year will be honored providing the request is made in the twelfth month of receipt of the application. If an applicant declines to be interviewed two times or refuses a position two times, the application will be removed from active consideration.

CONDITIONS OF EMPLOYMENT:

Employees in this classification are subject to Substance Abuse Testing in accordance with Code of Maryland Regulation 17.04.09, Testing for Illegal Use of Drugs. Applicants must consent to State Police and Child Protective Services (CPS) Investigations/Background Checks as a routine procedure for all employees required to work in State Juvenile Services Facilities. Proof of eligibility to work in compliance with the Immigration Reform and Control Act is required. If, once employed, it is determined that the incumbent does not qualify for at least a Conditional Certificate, the incumbent's employment will be terminated. Also, failure to obtain and maintain the appropriate Maryland Teaching Certificate will be the basis for termination of employment.

CLOSING DATE:

Open and Continuous