



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

OFFICE OF THE DEPUTY FOR SCHOOL EFFECTIVENESS JUVENILE SERVICES EDUCATION SYSTEM

September 11, 2020

OPEN AND CONTINUOUS RECRUITMENT

The Maryland State Department of Education is **accepting applications on a continuing basis to build an applicant pool for both current and future position vacancies in congregate care 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 based on an institutional salary scale following assessment of the applicant's educational credentials and experience.
\$3,000.00 - - Sign-on incentive - - for Maryland Professional Certified Teachers

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

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:** 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 is preferred.

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 and complete a Maryland State Department of Education (MSDE) Application for Employment, the [Juvenile Services Education \(JSE\) Application Addendum](#), -AND- a copy of their current or **most recent Teaching Certificate** indicating application for **Guidance Counselor**. 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.

To apply for this position online go to [MSDE Jobs on JobAps](#) or for inquiries or an MSDE Application, contact 410.767.0019, TTY/TDD 410.333.3045, or visit our [Careers in Teaching Page](#) on our website at marylandpublicschools.org. All applications will be accepted until the position is filled.

Appropriate accommodations for individuals with disabilities are available upon request.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

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.

SELECTION PROCESS:

Please make sure that you provide sufficient information on your application to show that you meet the qualifications for this recruitment. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date. Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the eligible (employment) list for at least one year.

For education obtained outside of the U.S., a copy of the equivalent American education as determined by a foreign credential evaluation will be required prior to hire. The resulting certified eligible list for this recruitment may be used for similar positions in this or other State agencies.

The assessment may consist of a rating of your education, training, and experience related to the requirements of the position. It is important that you provide complete and accurate information on your application. Please report all experience and education that is related to this position.

CLOSING DATE:

For immediate consideration please submit your application – Open and Continuous