



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: staffmanagement@hcps.org

www.hcps.org

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.

DAILY SUBSTITUTE TEACHER

Daily substitute teachers work less than 15 consecutive days for the same teacher and/or assignment; work schedules vary based on school assignment.

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.

-  Follows lesson plans provided by classroom teacher to facilitate appropriate learning experiences for students.
-  Follows all Harford County Public Schools and individual school/classroom policies and procedures.
-  Supervises students in a variety of school-related settings.
-  Monitors student outcome.
-  Communicates and interacts with students, staff, parents, and the community as necessary.
-  Ensures all materials are ready and prepared for instruction.
-  Maintains appropriate records in the absence of the classroom teachers.
-  Monitors appropriate use and care of equipment, materials, and facilities.
-  Effectively reacts to change.
-  Performs other work-related duties as assigned.

SALARY

\$150.00/day (This rate applies to all substitute teachers who have completed any education under a four year Bachelor's degree.)

\$165.00/day (This rate applies to all substitute teachers who have completed a four year Bachelor's degree or beyond.)

REQUIREMENTS

Required Education:

-  High School Diploma

Preferred Education, Experiences and/or Skills:

-  Associate of arts degree or higher from an accredited college or university.
-  Hold or be eligible for a teaching certificate from the Maryland State Department of Education.
-  Three years of childcare and/or education experience.

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. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

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](tel:(410)375-0408) or Kenneth.Miller@hcps.org; Involving **all other members of the school community, refer to:** Renee McGlothlin, 102 South Hickory Avenue, Bel Air, MD 21014 at [\(410\) 809-6087](tel:(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, D.C. 20202, 1-800-421-3481. For updated information on the Board of Education, visit www.hcps.org.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE