



## Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

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www.hcps.org

### VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

September 26, 2023

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.

### 21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTERS SITE COORDINATOR Old Post Road Elementary School Internal Candidates Only

To oversee, organize, and implement all aspects of the After-School Enrichment grant project at 21<sup>st</sup> Century Community Learning Centers (CCLC) School Sites.

-  Offered to internal HCPS candidates only.
-  This program is anticipated to run from October 2023 through May 2024.
-  This is a grant funded assignment to be in effect through June 30, 2024.
-  Grant funded assignments will be in effect as stipulated in the grant. Assignment continuation is contingent upon available grant funding.
-  Nita M. Lowery 21<sup>st</sup> Century Community Learning Centers Grant.
-  14 hours per week/3.5 hours per day

### ESSENTIAL DUTIES AND RESPONSIBILITIES MAY 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.*

-  Arrives at school prior to student arrival and provides supervision until all students have been signed out or have departed by bus transportation.
-  Supervises staff and students in grades K-5 or grades 6-8 staff depending on school site location.
-  Coordinates and oversees all site-based program activities including:
  -  recruiting and registering students,
  -  helping to plan program activities,
  -  scheduling classes,
  -  supervising after school staff and enrichment partner staff,
  -  arranging transportation and meals,
  -  monitoring student behavior,
  -  working with partners to facilitate enrichment activities,
  -  supporting after school classes as needed.
-  Inventories and stores all program materials.
-  Makes any necessary phone calls regarding student absences and/or discipline issues.
-  Arranges for any necessary substitute coverage throughout the program.
-  Reviews lesson plans and enrichment activities to ensure connection to the state standards and what is taught during the school day.
-  Plans experiential learning activities for students.
-  Serves as the program liaison to the school principal and staff of 21<sup>st</sup> CCLC Program.
-  Assumes responsibility for the school building during after-school hours.
-  Coordinates and oversees 21<sup>st</sup> CCLC family engagement events.

- Determines classrooms and class lists for after school teachers.
- Develops daily grade level schedules.
- Provides fiscal oversight and accountability for the purpose and coordination of services, supplies, and materials for the program.
- Collaborates with internal and external personnel including administrators, vendors, facility managers, public agencies, and community members for the purpose of implementing and/or maintaining services and programs.
- Maintains confidential manual and electronic files and records for the purpose of documenting activities, providing written references, and meeting mandated requirements.
- Assists in the selection, supervision, and observation of program staff.
- Coordinates after-school staff meetings, regular parent meetings and staff trainings for the purpose of identifying issues, gaining knowledge, providing information, and/or supporting site staff.
- Schedules and attends regular meetings with school administration and staff to ensure the program is meeting expectations.
- Attends grant required meetings and/or professional development.
- Creates systems to gather data such as attendance and staff time sheets.
- Monitors the overall enrollment and registration process for the program including the student waitlist.
- Performs other work-related duties as assigned.

## SALARY

The Salary shall be the daily per diem rate (1/190<sup>th</sup>) of the regular teacher's salary for the schedule effective July 1 of that year.  
This daily rate will be prorated for the hours worked.

## TRAINING AND EXPERIENCE REQUIRED

- Must be a tenured teacher within Harford County Public Schools.
- Must hold an Advanced Professional Certificate.
- CPR and First-Aid certification is preferred.
- Able to work flexible hours that will include evening meetings, events, and/or work sessions as needed.
- Demonstrated ability to develop, plan, and coordinate student programs.
- Demonstrated ability to collaborate with multiple project partners to offer academic and enrichment classes to students and families.
- Demonstrated organizational skills and ability to prioritize work.
- Possess characteristics of an effective teacher.
- Demonstrated planning, organizational, and leadership skills.
- Excellent written and oral communication skills.

## 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](http://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.

## DEADLINE

Online employment applications will be accepted until filled.

The Board of Education of Harford County Public 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](mailto: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](mailto: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](http://www.hcps.org).

**AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE**