



## Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: [talentmanagement@hcps.org](mailto:talentmanagement@hcps.org)

[www.hcps.org](http://www.hcps.org)

### VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

October 3, 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 TEACHER Edgewood 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 December 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.
-  6 hours per week/1.5 hours per day, which includes one hour of instruction and ½ hour of planning.

### 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.*

-  Assists students with homework and academic achievement using approved curriculum and instructional best practices and interventions during established program hours.
-  Conducts lessons in small group sessions with student(s).
-  Provides students with positive and constructive feedback.
-  Creates lesson plans to ensure connection to the state standards and what is taught during the school day.
-  Plans experiential learning activities for students.
-  Monitors and evaluates student outcomes.
-  Communicates and interacts with students, parents, and staff.
-  Develops, selects, and modifies instructional plans and materials to meet the needs of all students.
-  Provides an atmosphere and environment that is conducive to the intellectual development of children.
-  Maintains regular, on-time attendance.
-  Participates in 21<sup>st</sup> CCLC family engagement events.
-  Monitors appropriate use and care of equipment.
-  Attends grant required training and/or professional development sessions.
-  Completes and submits all appropriate paperwork (21<sup>st</sup> CCLC documentation and timesheet) in a timely manner as directed by the Site-based Coordinator and/or District Project Director.
-  Performs other work-related duties as assigned.

## SALARY

The Salary for teachers and paraeducators instructing students shall be the daily per diem rate (1/190th) of the regular teacher's or paraeducator's salary for the schedule effective July 1 of that year.

This daily rate will be prorated for the hours worked and non-exempt employees will be compensated according to FLSA for hours worked beyond 40 hours in any given workweek.

## TRAINING AND EXPERIENCE REQUIRED

- High school diploma or GED, and
  - associate of arts degree or higher from an accredited college or university; or
  - 48 college credits with grade "C" or higher; or
  - Pass ParaPro Assessment with score of 455 or higher
- School-based instructional experience is required.
- Bachelor's degree from an accredited college or university is preferred.
- Hold or be eligible for a teaching certificate from the Maryland State Department of Education is preferred.
- Certified in the content area(s) of Math and/or English and Language Arts is preferred.

## 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:4103750408) 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:4108096087) 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