



AN EQUAL OPPORTUNITY EMPLOYER

## Harford County Public Schools

Human Resources Office  
102 S. Hickory Avenue, Bel Air, Maryland 21014  
Telephone 410-588-5238

### PERSONNEL VACANCY

PLEASE POST

#### Inclusion Helper

**POSITION  
SUMMARY:**

To provide support and assistance to students with severe disabilities.

**ESSENTIAL  
FUNCTIONS  
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.*

- ▶ Provides support to students during instruction; provides modifications and accommodations. Facilitates student independence in the least restrictive environment.
- ▶ Provides assistance to students to complete assignments; follows-up and reinforces activities.
- ▶ Monitors student behavior and implements behavioral strategies and intervention plans.
- ▶ Provides assistance with personal care needs including, but not limited to, lifting, transferring, feeding, and toileting.
- ▶ Prepares instructional materials for students based on the direction of the teacher.
- ▶ Charts data on student progress, as necessary.
- ▶ Participates in professional development programs as assigned.
- ▶ Performs other work-related duties as assigned.

**SALARY:**

Salary Schedule for Inclusion Helper (\$13,117)

**REQUIREMENTS:**

- ▶ High school diploma or minimum educational standard established through federal legislation.
- ▶ Possess strong verbal and interpersonal skills.
- ▶ Able to lift and transfer students weighing up to 40 pounds.
- ▶ Experience working with students with disabilities preferred.
- ▶ Specific skills as dictated by the needs of the students.

**DEADLINE:**

Online employment applications will be accepted until the position is filled.

**APPLICATIONS:**

Employment applications are accepted **online only**. To access the application, visit the Current Job Openings 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.

The Harford County Public School System does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, marital status, genetic identification, political affiliation, or disability in matters affecting employment or in providing access to programs for employees. Inquiries related to the policies of the Board of Education of Harford County should be directed to the Manager of Communications, 410-588-5203.