



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

### SECONDARY SUMMER SCHOOL SITE COORDINATOR I

**POSITION  
SUMMARY:**

To assist the school administration and the Office of Intervention with pre-program planning and organization of the Secondary Summer School Program.

**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.*

- ▶ Attends all meetings associated with the summer school program.
- ▶ Assists the Office of Intervention in identifying students for the program.
- ▶ Articulates with feeder schools.
- ▶ Coordinates transportation services and adheres to timelines.
- ▶ Performs other work-related duties as assigned.

**REQUIREMENTS:**

- ▶ Hold tenure.
- ▶ Hold or be eligible for a Maryland Advanced Professional Certificate (APC).
- ▶ Possess characteristics of an effective teacher.
- ▶ Demonstrated leadership skills.
- ▶ Excellent written and oral communication skills.

**DEADLINE:**

Online employment applications will be accepted until February 14, 2012.

**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.

January 27, 2012