



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 II

**POSITION
SUMMARY:**

To assist the school administration and the Office of Intervention with organization and implementation 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 and professional development activities associated with the summer school program.
- ▶ Assists the Office of Intervention in identifying students for the program.
- ▶ Articulates student and program progress with feeder schools.
- ▶ Coordinates transportation services and adheres to timelines.
- ▶ Responsible for classroom assignments.
- ▶ Monitors student attendance and contacts parents as needed.
- ▶ Maintains record of inventory and stores program materials.
- ▶ Arranges guest speakers and extra-curricular activities to occur during the program.
- ▶ Plans and coordinates end of program celebration activity.
- ▶ Arrives at school site one half hour prior to the arrival of students and departs one hour after student dismissal.
- ▶ 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. 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