VACANCY ANNOUNCEMENT

DAILY SUBSTITUTE TEACHER

Daily substitute teachers work less than 15 consecutive days for the same teacher and/or assignment; work schedules vary based on school assignment.

DUTIES AND RESPONSIBILITIES INCLUDE

- Follows lesson plans provided by classroom teacher to facilitate appropriate learning experiences for students.
- Follows all Harford County Public Schools and individual school/classroom policies and procedures.
- Supervises students in a variety of school-related settings.
- Monitors student outcome.
- Communicates and interacts with students, staff, parents, and the community as necessary.
- Ensures all materials are ready and prepared for instruction.
- Maintains appropriate records in the absence of the classroom teachers.
- Monitors appropriate use and care of equipment, materials, and facilities.
- Effectively reacts to change.
- Performs other work-related duties as assigned.

SALARY

- $88.79/day (This rate applies to all substitute teachers who have completed any education under a four year’s Bachelor’s degree.)
- $100.97/day (This rate applies to all substitute teachers who have completed a four year Bachelor’s degree or beyond.)

REQUIREMENTS

Required Education:
- Sixty college credits from an accredited college or university.

Preferred Education, Experiences and/or Skills:
- Associate of arts degree or higher from an accredited college or university.
- Hold or be eligible for a teaching certificate from the Maryland State Department of Education.
- Three years of childcare and/or education experience.

HOW TO APPLY

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 (HCPS) does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, gender identity, marital status, genetic information, disability, or any other basis prohibited by law with regard to employment or conditions of employment, or participation in or access to its programs, activities, or services. Inquiries related to the non-discrimination policy of the Board of Education of Harford County should be directed to the Supervisor of Equity and Cultural Proficiency at 410-809-4065.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE