VACANCY ANNOUNCEMENT

IN-SCHOOL SUSPENSION TECHNICIAN
Magnolia Middle School

Monitors in-school suspension programs and assists classroom teachers.

DUTIES AND RESPONSIBILITIES INCLUDE

- Collects assignments from teachers for students who have been assigned to in-school suspension.
- Monitors the in-school suspension program which will include a daily schedule for all subjects.
- Supervises students assigned to the program in order to ensure that students remain on task throughout the school day.
- Assists students in completing prepared programs which would include lessons on study skills and guidance components related to positive behavior and career education.
- Meets with parents of students who have been assigned to in-school suspension in order to review work that has been completed during the program.
- Assists teachers with students who have behavior problems.
- Performs other work-related duties as assigned.

SALARY

Starting Salary for Technician ($23,376)
May increase with additional education and experience

REQUIREMENTS

- High School diploma.
- Associate of Arts degree or sixty college credits.
- Excellent written and oral communications skills.
- Ability to work with students, parents, and school staff.

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.

DEADLINE

Online employment applications will be accepted until filled.

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 may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to Paula.Stanton@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

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