VACANCY ANNOUNCEMENT

LEARNING SUPPORT CENTER ASSISTANT

The Learning Support Center Assistant is a classroom monitor, overseeing assigned students during the school day.

The Learning Support Center provides a supervised space for HCPS students to access virtual instruction. Children are in small groups, consistent with recommendations from Maryland State Department of Education (MSDE) and Centers for Disease Control and Prevention (CDC), with one assistant per room. At the center, students use their HCPS assigned device and headset to interact with their classroom teacher who is providing instruction from a remote location. Appropriate social distancing guidelines are followed, including the use of face coverings in accordance with current state and local health department guidance.

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE

- Provides supervision of the assigned students in attendance in one classroom at the center.
- Keeps children on task throughout the school day.
- Provides support to students while they are engaged in virtual instruction.
- Monitors student behavior and implements classroom management strategies.
- Monitors students during meal service period to ensure proper social distancing behaviors.
- May facilitate small group activities and physical and mental health breaks throughout the day.
- Performs other work-related duties as assigned.

SALARY

- $13.00 per hour without degree; $14.00 per hour with degree

TRAINING AND EXPERIENCE REQUIRED

- High School Diploma or GED.
- A passion for serving students.
- Customer service skills; positive and supportive attitude.
- Ability to manage the needs of multiple students simultaneously.
- Ability to adhere to safety protocols, but not exclusive to wearing a mask daily.
- Ability to provide basic troubleshooting support for student technology devices.
- Requires fingerprint supported background check.

HOW TO APPLY

Employment applications are accepted online only. To access the application, visit the Current Vacancies 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.

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, or disability in matters affecting 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 Manager of Equity and Cultural Proficiency, 410-809-6065.

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