HARFORD COUNTY PUBLIC SCHOOLS

Human Resources Office
102 S. Hickory Avenue, Bel Air, Maryland 21014
Telephone: 410-588-5238
Email: staffmanagement@hcps.org
www.hcps.org

November 17, 2021

AN EQUAL OPPORTUNITY

VACANCY ANNOUNCEMENT

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

PARAEDUCATOR – SPECIAL EDUCATION – STRIVE PROGRAM
William S. James Elementary School

To assist school staff with instructional programs, activities, and personal needs of students.

DUTIES AND RESPONSIBILITIES INCLUDE

These items 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.

- Provides supported instruction to families and children in learning/playgroup classrooms based on the MMSR seven domains.
- Works as a member of a team, including the Service Coordination team to integrate all twelve components of a Judy Center.
- Provides assistance to students to complete special assignments; follows-up and reinforces activities.
- Assists with unique, special needs of students.
- Assists with data collection and student assessment.
- Prepares instructional materials for students as needed.
- Participates in professional development programs as assigned.
- Provides referral assistance or support services for families as needed.
- Works with students via digital platform(s) to provide support during instruction, assist with data collection, testing, and student assessment.
- Performs other work-related duties as assigned, which is inclusive of in-person duties and virtual duties as applicable.

SALARY

Starting Salary for Paraeducator ($20,853)
May increase with additional education and experience.

REQUIREMENTS

- High school diploma or GED, and
  - associate of arts degree or higher from an accredited college or university; or
  - 48 college credits with grade "C" or higher; or
  - pass ParaPro Assessment with score of 455 or higher
- Have experience and demonstrate knowledge of child development prenatal through age five,
- Have the ability to communicate and interact positively with a wide range of individuals to include students, parents, teachers, administrators and community members,
- Be willing to work flexible hours which may include evenings.
- Possess strong verbal, written and interpersonal skills.

HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities 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 Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

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.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE