



**Human Resources Office**

102 S. Hickory Avenue  
Bel Air, Maryland 21014  
410-588-5226 - www.hcps.org

AN EQUAL OPPORTUNITY EMPLOYER

**VACANCY ANNOUNCEMENT**

**September 20, 2022**

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.

**SECONDARY CURRICULUM SPECIALIST FOR READING, ENGLISH AND LANGUAGE ARTS**  
**OFFICE OF CURRICULUM, INSTRUCTION AND ASSESSMENT**

Under the direction of the Supervisor of Reading, English, and Language Arts, supports the development and implementation of content-specific initiatives including the development of curriculum, assessment, and professional development. Curriculum Specialists provide direct support to Instructional Leadership Teams and instructional staff through the teacher appraisal process, professional development, and other related content initiatives.

- *This is an eleven-month position.*
- *Curriculum Specialists are required to work one additional hour per day beyond the teacher schedule.*
- *Position is eligible for the Teacher Specialist stipend.*

**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.*




- Participates and provides input into the observation and evaluation of teachers as appropriate.
- Participates and leads the creation and presentation of curriculum, assessment, and other content-specific instructional materials.
- Partners with the Office of Organizational Development and content supervisors in the creation, delivery, implementation, and evaluation of content-specific professional development for school administrators and teachers through systemic, job-embedded, and beyond-the-duty day professional development.
- Collaborates with Instructional Leadership Teams regarding content-specific initiatives at the school level.
- Collaborates with the Offices of Education Services and Student Support Services as appropriate.
- Supports and assists classroom teachers through instructional planning, co-teaching, professional development, and demonstration lessons.
- Implements and models effective literacy instruction for teachers and students.
- Monitors student achievement through the collection and analysis of data.
- Applies knowledge and understanding of current issues and trends in Reading, English, and Language Arts.
- Collaborates with Supervisor of Reading, English, and Language Arts to provide instructional support and professional development for teachers in Reading, English, and Language Arts.
- Serves on county curriculum development committees when assigned.
- Assists with the operations of the Office of Curriculum, Instruction, and Assessment in such areas as informational reports, program evaluation, grant implementation, and interventions.
- Performs other work-related duties as assigned.

**SALARY**

- Salary is in accordance with the HCEA eleven-month salary schedule for certificated teachers.

**REQUIREMENTS**

- Must hold or be eligible for an Advanced Professional Certificate with an endorsement in the requisite content area.
- Minimum of five years of successful teaching experience.
- Hold or be eligible for certification as Administrator I, preferred.
- Experience and/or coursework in curriculum development and supervision; prior experience in content related leadership role, e.g., Department Chairperson, Teacher Specialist, etc. preferred.
- Demonstrated content mastery.
- Proficient in the use of Microsoft Office software programs and eLearning platforms.

-  Outstanding oral and written communication skills.
-  Demonstrated leadership, management, and organizational skills.
-  Demonstrated knowledge of culturally responsive pedagogy.

**HOW TO APPLY**

Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at [www.hcps.org](http://www.hcps.org). If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.

**DEADLINE**

Online applications will be accepted for this vacancy until the position is successfully filled. *Candidates that apply by **Monday, September 26, 2022** will receive immediate consideration.*

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 Renee McGlothlin, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6087 or by email to [Renee.McGlothlin@hcps.org](mailto:Renee.McGlothlin@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**