



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: talentmanagement@hcps.org

www.hcps.org

February 1, 2023

AN EQUAL OPPORTUNITY
EMPLOYER

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.

ESY PROGRAM – BRAILLE TRANSCRIBER

Internal for HCPS Employees – Use this application to apply for ESY Programs

To assist teachers in the instructional program and coordinate activities for students with visual impairments.

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.

- Assists with the implementation of Individual Education Plans for students with visual impairments.
- Reinforces teachers instructional plans with individuals or small groups of students.
- Assists the teacher in the preparation of instructional materials.
- Reviews special assignments with students.
- Gives individual help to students.
- Assists teachers with testing programs.
- Assists teachers with field trips and assemblies.
- Assists with unique, special needs of students.
- Assists with teacher with clerical needs related to instruction.
- Transcribes materials from print to Braille and interlines Braille to print.
- Assists students in using Braille.
- Participates in staff development programs.
- Performs other work related duties as assigned.

REQUIREMENTS

- High School Diploma or GED.
- Strong verbal and interpersonal skills.
- Experience with children who are visually impaired.
- Workable knowledge of Braille Levels I and II.
- Ability to transcribe print to Braille proficiently.
- Ability to interline Braille to print proficiently.
- Ability to be certified by the Library of Congress.

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**. **Apply by March 1, 2023 for 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: Involving **students, refer to:** Ken Miller, 102 South Hickory Avenue, Bel Air, MD 21014 at [\(410\) 375-0408](tel:410-375-0408) or Kenneth.Miller@hcps.org; Involving **all other members of the school community, refer to:** Renee McGlothlin, 102 South Hickory Avenue, Bel Air, MD 21014 at [\(410\) 809-6087](tel:410-809-6087) or Renee.McGlothlin@hcps.org. Discrimination complaints may also be filed with other agencies, such as the Office of Civil Rights in the United States Department of Education. Assistant Secretary for the Office of Civil Rights: 400 Maryland Avenue, SW, Washington, D.C. 20202, 1-800-421-3481. For updated information on the Board of Education, visit www.hcps.org.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE