



Human Resources Office

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

AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT

May 3, 2021

OPEN TO HCPS EMPLOYEES ONLY TEACHER-IN-CHARGE

To assume responsibility for the operation of the school on occasions when the principal and assistant principal are absent. Teachers-in-charge are required to work one additional hour per day beyond the teacher schedule. Teachers-in-charge have the opportunity to work up to three additional days during the summer.

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.

- Becomes familiar with administrative routine and procedures and acquires those understandings necessary for assuming responsibility for the school in the absence of the principal and the assistant principal.
- Participates with the principal and other leadership in providing for the effective management and operation of the school.
- Works with the Instructional Leadership Team to provide leadership for staff development and school improvement efforts at the school level.
- Assures continuity of the instructional program through identification, deployment and training of teacher substitutes.
- Performs other work-related duties as assigned.

SALARY

Annual compensation is based upon the rate established by the Negotiated Agreement.

REQUIREMENTS

- Achievement of tenure.
- Possession of a currently valid Advanced Professional Certificate.
- Completion of three years of successful teaching evidenced through the evaluation process
- Demonstrated leadership skills.
- Demonstrated effective communication skills.

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. Should you have questions or require assistance with the online employment application, please contact the Human Resources Office at 410-588-5226.

DEADLINE

Online applications will be accepted until **Monday, May 11, 2021**.

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.

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