



## Human Resources Office

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[www.hcps.org](http://www.hcps.org)

### VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

October 26, 2023

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.

### 21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTERS PROGRAM DISTRICT PROJECT DIRECTOR Office of Curriculum, Instruction, and Assessment

#### INTERNAL CANDIDATES ONLY

To assist the Office of Curriculum, Instruction, and Assessment with coordinating and implementing the *Nita M. Lowery 21st Century Community Learning Centers* program. The position will coordinate and assist with implementing the program within identified schools for Harford County Public Schools.

- 🍃 *This program is anticipated to run from October 2023 through May 2024.*
- 🍃 *This is a grant funded assignment to be in effect through June 30, 2024.*
- 🍃 *Grant funded assignments will be in effect as stipulated in the grant. Assignment continuation is contingent upon available grant funding.*
- 🍃 *Nita M. Lowery 21<sup>st</sup> Century Community Learning Centers Grant.*
- 🍃 *Position will be required to work 16 hours per week, in-person, between the identified site locations including Aberdeen Middle School, Edgewood Elementary School, Edgewood Middle School, Magnolia Elementary School, Magnolia Middle School, and Old Post Road Elementary School. Hours worked would be after the contractual duty day.*

#### ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE

*These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. 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.*

- 🍃 Facilitates project coordination and organization of grant-related initiatives.
- 🍃 Serves as the project liaison between HCPS and the Maryland State Department of Education.
- 🍃 Serves as a resource to school-based staff and community partners on support related to the student engagement intervention.
- 🍃 Provides staff with ongoing professional learning opportunities to continue building capacity and best practices in the area of student engagement.
- 🍃 Communicates and interacts with students, parents, staff, and community partners as appropriate.
- 🍃 Schedules and attends regular meetings with school administration and staff to ensure the program is meeting program outcomes and expectations.
- 🍃 Prepares reports for the HCPS Board of Education and the community as required.
- 🍃 Delivers presentations to the HCPS Board of Education, community organizations, and parents as required.
- 🍃 Collects, reviews, approves, and submits payroll documentation from school sites in a timely manner.
- 🍃 Manages the grant budget in collaboration with the Grants Accountant.

- Checks in with site coordinators, staff, and students in-person at the identified sites on a regular basis.
- Provides fiscal oversight and accountability for the purpose and coordination of services, supplies, and materials for the program.
- Collects, analyzes, and reports data to Harford County Public Schools.
- Collaborates with any identified grant external evaluator(s) on assessing academic gain, student, and family engagement.
- Maintains appropriate records and follows required procedures and practices.
- Attends identified meetings and serves on special committees as directed by the immediate supervisor.
- Monitors appropriate use and care of equipment, materials, and facilities.
- Monitors school level program staff relationships, meetings, and data collection.
- Attends all grant required trainings and/or meetings.
- Responds to inquiries of staff, district personnel, and public and program participants for the purpose of providing information and/or direction as may be required.
- Performs other work-related duties as assigned.

## SALARY

The Salary for teachers instructing students shall be the daily per diem rate (1/190th) of the regular teacher's salary for the schedule effective July 1 of that year.  
This daily rate will be prorated for the hours worked.

## TRAINING AND EXPERIENCE REQUIRED

- Bachelor's degree from an accredited college or university in a field related to education or working with youth.
- Hold a valid teaching certification.
- Possesses excellent verbal, written communication, and interpersonal skills.
- Proficient in the use of Microsoft Office Suite software and other related computer and web-based technology.
- Availability to work a flexible schedule to include some evenings and/or weekends.
- Knowledge of evidence-based practices for youth development and academic remediation.
- Excellent written and oral communication skills; excellent human relation skills.
- Able to work cooperatively with all personnel and the general public.
- Demonstrated ability to collaborate with multiple project partners to ensure high-quality programming.
- Must hold and maintain a valid class C driver's license.

## 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](http://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 Public 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:4103750408) or [Kenneth.miller@hcps.org](mailto: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:4108096087) or [Renee.McGlothlin@hcps.org](mailto: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](http://www.hcps.org).

**AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE**