



Human Resources Office

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www.hcps.org

January 29, 2024

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.

SUMMER SWIM LEARNING PROGRAM – SITE COORDINATOR I Magnolia Middle School Internal Applicants Only


The Summer Swim Program Site Coordinator I will serve as the school contact for Central Office between for lessons being held July 15 - 18 and July 22 – July 25, 2024. The program will run from 8 am to 12 noon, Monday through Thursday. The Site Coordinator for Summer Swim should not schedule vacation time during the duration of the program.

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.

-  Hold and maintain Pool Operator Certificate, Water Safety Instructor Certification and Lifeguard Certification.
-  Attends all meetings associated with the Summer Swim Program.
-  Works with the Office of Health & Physical Education, swim instructors, administrators, parents, health department personnel, and American Red Cross personnel in the implementation of the swim program.
-  Responsible for some instruction, based on class enrollment.
-  Make recommendations for student placement based on prior knowledge and ability.
-  Assures proper inventory of all program materials and communicates needs to the Office of Health & Physical Education.
-  Coordinates, reviews, and maintains HCPS summer swim instruction class records.
-  Creates instructor schedules and tracks coordinator/instructor payroll. Submits payroll reports to the Office of Health and Physical Education.
-  When necessary, sends required reports to the American Red Cross and to the Office of Health & Physical Education.
-  Complies with Health Department health standards for the pool.
-  Assists with problem-solving concerns from parents, students, and administration.
-  Reviews and maintains pool and instructional standards and secures the pool when appropriate personnel are not on duty.
-  Arrive at site 1/2 an hour prior to student arrival and remain at school until all students have dismissed.

Summer Swim Learning Program – Site Coordinator I site location:

-  Magnolia Middle School

REQUIREMENTS

-  Hold and maintain Pool Operator Certificate, Water Safety Instructor Certification and Lifeguard Certification.
-  Hold tenure.
-  Hold or be eligible for a Maryland Advanced Professional Certificate (APC).
-  Possess characteristics of an effective teacher.
-  Demonstrated leadership skills.
-  Excellent written and oral communication 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, with special consideration given to candidates who apply by February 9, 2024.**

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