



## Human Resources Office

102 S. Hickory Avenue  
Bel Air, Maryland 21014  
410-588-5226 - [www.hcps.org](http://www.hcps.org)

AN EQUAL OPPORTUNITY EMPLOYER

## VACANCY ANNOUNCEMENT

May 1, 2024

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.

### 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.

**Schools with Teacher-in-Charge vacancies that do not have a teaching vacancy must be filled with an "In-School" candidate.**

**Schools with Teacher-in-Charge vacancies that do have a teaching vacancy may be filled with a "County-Wide" candidate.**

#### 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](http://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 **Wednesday, May 8, 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 or [Kenneth.Miller@hcps.org](mailto:Kenneth.Miller@hcps.org); Involving **all other members of the school community**, refer to: Renee McGlothlin, 102 S. Hickory Avenue, Bel Air, MD 21014 at (410) 809-6087 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, DC 20202, 1-800-421-3481. For updated information on the Board of Education, visit [www.hcps.org](http://www.hcps.org).

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**