



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

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www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

September 20, 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.

DAILY SUBSTITUTE TEACHER

Daily substitute teachers work less than 15 consecutive days for the same teacher and/or assignment; work schedules vary based on school assignment.

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.

-  Follows lesson plans provided by classroom teacher to facilitate appropriate learning experiences for students.
-  Follows all Harford County Public Schools and individual school/classroom policies and procedures.
-  Supervises students in a variety of school-related settings.
-  Monitors student outcome.
-  Communicates and interacts with students, staff, parents, and the community as necessary.
-  Ensures all materials are ready and prepared for instruction.
-  Maintains appropriate records in the absence of the classroom teachers.
-  Monitors appropriate use and care of equipment, materials, and facilities.
-  Effectively reacts to change.
-  Performs other work-related duties as assigned.




SALARY

\$150.00/day (This rate applies to all substitute teachers who have completed any education under a four year Bachelor's degree.)

\$165.00/day (This rate applies to all substitute teachers who have completed a four year Bachelor's degree or beyond.)

-  Pursuant to Maryland law, employees are entitled to earn sick and safe leave at the rate of 1 hour for every 30 hours that an employee works up to a maximum of 40 hours in a year.

TRAINING AND EXPERIENCE REQUIRED

-  **Required Education:**
 - High School Diploma
-  **Preferred Education, Experiences and/or Skills:**
 - Associate of arts degree or higher from an accredited college or university.
 - Hold or be eligible for a teaching certificate from the Maryland State Department of Education.
-  Three years of childcare and/or education experience.

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.

The Board of Education of Harford County is committed to providing an inclusive and welcoming environment for all employees and applicants. We adhere to the principles of equal opportunity in all aspects of employment and do not discriminate on the basis of race, color, national origin, sex (including pregnancy and related conditions, sexual orientation, and gender identity), religion, disability, age, genetic information, or any other characteristic protected by applicable federal, state, or local laws.

In accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964, the Board of Education of Harford County prohibits discrimination based on sex, race, color, national origin, religion, or any other protected characteristic in any program or activity it operates. The Board of Education of Harford County encourages applications from all qualified individuals.

Inquiries or concerns about your rights related to Title IX can be directed to our Title IX Coordinator, Dr. Eric Davis, at 102 South Hickory Ave, Bel Air, MD 21014, 410-588-5202, or TitleIX@hcps.org. Inquiries related to your rights under Title VI or Title VII can be directed to our Coordinator of Investigations, Ms. Renee McGlothlin, at 410-809-6087 or Renee.McGlothlin@hcps.org. Harford County Public Schools' non-discrimination policy can be accessed here: [NON-DISCRIMINATION POLICY: \(hcps.org\)](#) and found on the HCPS website under Board of Education Policies and Procedures. Harford County Public Schools' non-discrimination statement can be accessed here: [NON-DISCRIMINATION STATEMENT: \(hcps.org\)](#) and found on HCPS' homepage.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE