



## Human Resources Office

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www.hcps.org

### VACANCY ANNOUNCEMENT








AN EQUAL OPPORTUNITY EMPLOYER

July 18, 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.













### 21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTERS TEACHER Edgewood Middle School Internal Candidates Only Academic and Enrichment areas




This position is responsible for providing academic supports to identified elementary/middle school students to maximize their ability towards achieving academic success.

-  Offered to internal HCPS candidates only.
-  This program is anticipated to run from October 2024 through May 2025.
-  This is a grant funded assignment to be in effect through June 30, 2026.
-  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.
-  5 hours per week, which includes one hour of instruction Monday through Thursday, and 1 hour of planning per week for academic instruction.
-  10 hours per week, which includes 2 hours of instruction Monday through Thursday, and ½ hour of planning per day for enrichment instruction.

### ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE

*These 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.*





-  Assists students with homework and academic achievement using approved curriculum and instructional best practices and interventions during established program hours.
-  Conducts lessons in small group sessions with student(s).
-  Provides students with positive and constructive feedback.
-  Creates lesson plans to ensure connection to the state standards and what is taught during the school day.
-  Plans experiential learning activities for students.
-  Monitors and evaluates student outcomes.
-  Communicates and interacts with students, parents, and staff.
-  Develops, selects, and modifies instructional plans and materials to meet the needs of all students.
-  Provides an atmosphere and environment that is conducive to the intellectual development of children.
-  Maintains regular, on-time attendance.
-  Participates in 21st CCLC family engagement events.
-  Monitors appropriate use and care of equipment.

-  Attends grant required training and/or professional development sessions.
-  Completes and submits all appropriate paperwork (21st CCLC documentation and timesheet) in a timely manner as directed by the Site-based Coordinator and/or District Project Director.
-  Performs other work-related duties as assigned.









## SALARY

The Salary for teachers and paraeducators instructing students shall be the daily per diem rate (1/190th) of the regular teacher's or paraeducator's salary for the schedule effective July 1 of that year.

This daily rate will be prorated for the hours worked and non-exempt employees will be compensated according to FLSA for hours worked beyond 40 hours in any given workweek.

-  Full salary schedules can be found at the bottom of the Current Vacancies webpage <https://www.hcps.org/departments/humanresources/vacancies.aspx>
-  HCPS offers an expansive benefits package including individual and family medical, vision, dental, life insurance, retirement savings, pension, paid time off, and more.
-  For a complete list of benefits, please visit the Employment Benefits section of the Human Resources webpage:  
<https://www.hcps.org/departments/HumanResources/Default.aspx>
-  For more information on holidays and paid time off, please refer to the Holidays and Leave Provisions sections of the HCEA-ESP Negotiated Agreement:  
<https://www.hcps.org/boe/collectivebargaining.aspx>

## TRAINING AND EXPERIENCE REQUIRED

-  High school diploma or GED, and
  -  associate of arts degree or higher from an accredited college or university; or
  -  48 college credits with grade "C" or higher; or
  -  Pass ParaPro Assessment with score of 455 or higher
-  School-based instructional experience is required.
-  Bachelor's degree from an accredited college or university is preferred.
-  Hold or be eligible for a teaching certificate from the Maryland State Department of Education is preferred.
-  Certified in the content area(s) of Math and/or English and Language Arts is preferred.

## 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 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](mailto: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](mailto: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**