



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: talentmanagement@hcps.org

www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

January 17, 2025


















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.

AUTOMOTIVE SERVICES TECHNOLOGY TEACHER **Harford Technical High School**



To create a safe atmosphere conducive for learning and implements instruction in ways that allows all students to learn. To provide instructional and leadership services that prepare students with the related academic, critical thinking, computer technology, workplace readiness and technical skills essential to pursuing career pathways in the automotive service industry. Essential instruction will prepare students with Automotive Service Excellence/National Automotive Technology Educational Foundation (ASE/NATEF) entry certification and employment skills.







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.




-  Plans and provides for appropriate learning experiences for students.
-  Supervises students in a variety of school-related settings.
-  Monitors and evaluates student outcomes.
-  Communicates and interacts with students, parents, staff, and the community.
-  Develops, selects, and modifies instructional plans and materials to meet the needs of all students.
-  Provides an atmosphere and environment conducive to the intellectual, physical, social, and emotional development of children.
-  Strives to maintain and improve professional competence.
-  Maintains appropriate records and follows required procedures and practices.
-  Maintains regular, on-time attendance.
-  Attends meetings and serves on special committees
-  Monitors appropriate use and care of equipment, materials, and facilities.
-  Reacts to change productively.
-  Uses ASE/NATEF industry standards to prepare instructional material needed to effectively deliver the automotive service technology program.
-  Prepares students for industry certification exams that are developed by the National Institute for Automotive Service Excellence (ASE), National Automotive Technicians Education Foundation (NATEF), and Inter-Industry Conference on Collision Repair (I-CAR).
-  Provides instruction and course/program management of ASE/NATEF Automotive Service Technology certified skill development in the major area of engine performance, suspension and steering, brakes, electrical/electronic systems, and preventative maintenance.
-  Maintains ASE/NATEF certification of school program through required personal ASE certification, program advisory committees, continuing automotive education training, and maintaining appropriate records.
-  Supports students in Career and Technology Student Organization membership, preparation and competition.




SALARY

-  Develops connections with local businesses and outside organizations to promote internships, sponsorships, and/or job placement.
-  Performs other work-related duties as assigned.

-  This is a full-time ten-month position. Salary range based on the FY 2024-2025 HCEA Salary Schedule for Teacher Personnel. Starting Salary for Bachelor's degree with PEC: \$57,225 – Maximum Earnings Potential \$74,310.
-  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 AFSCME Negotiated Agreement:
<https://www.hcps.org/boe/collectivebargaining.aspx>
-  FLSA: Exempt

TRAINING AND EXPERIENCE REQUIRED

-  Hold or be eligible for a teaching certificate from the Maryland State Department of Education.
-  Classroom instruction and pedagogy experience.
-  Automotive Service Excellence (ASE) Technician Certification in the areas of Maintenance and Light Repair (MLR), brakes, electrical, engine performance, and steering and suspension; specific previous experience working in the automotive services industry is preferred.

-  Knowledge of National Institute for Automotive Service Excellence (ASE) certification requirements, National Automotive Technicians Education Foundation (NATEF) standards, and Inter-Industry Conference on Auto Collision Repair (I-CAR) curriculum.
-  Knowledge of computer applications in the automotive and transportation industry.
-  Knowledge of current events in the field of automotive and transportation industry.

PROFESSIONAL AND TECHNICAL EDUCATION (GRADES 7-12) NEEDED [COMAR 13A.12.02.15]:

A. To receive certification in professional and technical education (grades 7—12), the applicant shall complete one of the following options:

(1) Option I: Maryland Approved Program. Candidates who complete a Maryland approved educator preparation program as set forth in COMAR 13A.07.06 shall meet the following requirements:

- (a) Bachelor's degree or higher; and
- (b) Completion of an approved program as set forth in COMAR 13A.07.06.

(2) Out-of-State Preparation Program. Candidates who complete a state-approved educator preparation program leading to licensure in that state shall meet the following requirements:

- (a) Bachelor's degree or higher; and
- (b) Complete a preparation program, including a clinical internship, approved to lead to professional and technical education licensure in another state, in the license area being sought.

(3) Out-of-State License. Candidates who hold a valid or expired professional license/certificate in a professional and technical education area from another state or foreign country are eligible for a comparable Maryland license.

(4) National Board Certificate (Professional and Technical Education only). Candidates who hold a National Board Certificate in the area of Career and Technical Education are eligible for a comparable Advanced Professional License.

(5) Occupational Experience. Candidates with occupational experience in a Professional and Technical area or Specialized Area of Fine Arts shall meet the following requirements:

- (a) Occupational Experience.
 - (i) Verification of 3 years of occupational experience in the area to be taught that may include satisfactory post-secondary teaching experience in the area to be taught; and/or satisfactory occupational employment.
 - (ii) The applicant may substitute a Department-accepted, current industry recognized credential for 1 year of the occupational experience requirement.
 - (iii) The applicant may substitute a bachelor's or associate degree in the area to be taught for 1 year of the occupational experience requirement.
- (b) Completion of 12 credits of professional education coursework from an institution of higher education or through Department-approved continuing professional development credits to include the following topics:
 - (i) Planning, delivering, and assessing instruction.
 - (ii) Classroom management.
 - (iii) Differentiating Instruction to accommodate students with special needs; and
 - (iv) Teaching literacy in the content area.

B. Professional Education Courses:

(1) With the exception of an applicant under §A(1) Option I of this regulation, the professional and technical education applicant shall complete the 12 credits of professional education course work, as provided by §B(2) of this regulation, from an IHE or through Department-approved Continuing Professional Development credits.

(2) The professional education course work shall include the following topics:

- (a) Planning, delivering, and assessing instruction;
- (b) Managing an effective classroom and minimizing risk;
- (c) Differentiating instruction to accommodate special needs; and
- (d) Providing reading, writing, and mathematics literacy instruction relevant to the career area.

Job Title

Date

C. The applicant shall be governed by current licensure, certification, or registration regulations administered by professional organizations or legally constituted authorities in the State in the career area to be taught.

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**.

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: \(hcps.org\)](http://www.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: \(hcps.org\)](http://www.hcps.org) and found on HCPS' homepage.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE