



Human Resources Office

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www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

January 24, 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.

ELEMENTARY SPANISH IMMERSION TEACHER Emmorton Elementary School

To plan, organize and implement an appropriate instructional program that promotes learning for all students in an environment that is safe and conducive for learning.

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, prepares, and delivers instruction that facilitates active learning and provides for appropriate learning experiences for all students in both Spanish and English.
-  Supervises students in a variety of school-related settings.
-  Manages student behavior by establishing and enforcing classroom school and district expectations and procedures.
-  Assigns and grades class work, homework, assessments, and assignments.
-  Establishes, communicates, monitors, and evaluates clear outcomes for students in both Spanish and English.
-  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 while participating in on-going professional development activities related to a Spanish immersion program.
-  Maintains and updates all appropriate records completely and accurately as required by laws, district policies and/or school practices.
-  Maintains regular, on-time attendance.
-  Attends and participates in department/grade level, school, district, and parent meetings and serves on special committees.
-  Monitors appropriate use and care of equipment, technology, materials, and facilities.
-  Monitors the progress of individual students and uses information to adjust teaching strategies accordingly.
-  Provides appropriate feedback on student progress to students and parents in timely manner.
-  Reacts to change productively.
-  Uses relevant technology to support, differentiate and enhance instruction.
- Maintains a safe and orderly in-person and/or digital learning environment that is conducive to the intellectual, social, and emotional development of students.

SALARY

- Supports operational needs of the school through class coverage, duties outside of the classroom, school-wide activities, and emergency and safety planning and practice.
- Works with students via digital platform(s) to provide direct instruction, offer student feedback, assess student progress, and personalize instruction for individual students as directed.
- Performs other work-related duties as assigned, which is inclusive of in-person duties and virtual duties as applicable.

This is a full-time ten-month position. Salary range based on the FY 2024-2025 HCEA Salary Schedule for Certificated Teachers. Starting Salary: \$57,225– Maximum Earnings Potential \$110,577.

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 Negotiated Agreement:

<https://www.hcps.org/boe/collectivebargaining.aspx>

FLSA: Exempt

TRAINING AND EXPERIENCE REQUIRED

- Bachelor's Degree from an accredited college or university.
- Hold or be eligible for a teaching certificate from the Maryland State Department of Education with an endorsement in Early Childhood Education (ECE).
- Three years of experience in an elementary education teaching position is preferred.
- Native or near native skills in Spanish and English to include listening, speaking, reading, and writing.
- Excellent oral and written communication skills; able to effectively communicate with students, school staff, families/caregivers, and other stakeholders.
- Proficient with instructional technology and Microsoft Office Suite.
- Endorsement in the area of World Language: Pre-K-12 Spanish 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. 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: \(hcps.org\)](#) 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