



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

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www.hcps.org

February 11, 2025

AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT

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.

SUMMER PROGRAM - TEACHER

Internal for HCPS Employees – Use this application for apply for ESY, Infant and Toddler and Child Find





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.

DUTIES AND RESPONSIBILITIES 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. Depending on the assignment these duties may require in-person attendance and/or virtual attendance based on the specific operational or instructional requirements of the assignment.

- Plans, prepares and delivers instruction that facilitates active learning and provides for appropriate learning experiences for all students.
- 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.
- 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.
- 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.
- 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.

REQUIREMENTS

-  Bachelor's Degree from an accredited college or university.
-  Hold or be eligible for a teaching certificate from the Maryland State Department of Education.
-  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.

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**. **Apply by March 10, 2025 for immediate consideration.**

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