



## Human Resources Office

102 S. Hickory Avenue  
Bel Air, Maryland 21014  
410-588-5226 - [www.hcps.org](http://www.hcps.org)

AN EQUAL OPPORTUNITY EMPLOYER

## VACANCY ANNOUNCEMENT

July 27, 2021

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.

### JUDY CENTER PROGRAM MANAGER HALL'S CROSS ROADS ELEMENTARY SCHOOL

#### POSITION SUMMARY:

To oversee, organize, and implement all aspects of the Judith P. Hoyer Early Child Care and Education Center (Judy Center) grant project at Hall's Cross Roads Elementary School.

- *This is a grant funded assignment to be in effect through June 30, 2022.*
- *Grant funded assignments will be in effect as stipulated in the grant. Assignment continuation is contingent upon available grant funding.*

#### DUTIES AND RESPONSIBILITIES INCLUDE

- Coordinates all program activities for the Judy Center partnership; monitors all areas of project compliance.
- Responsible for the performance and results of the Judy Center based on the eleven components outlined by the Maryland State Department of Education (MSDE).
- Serves as program liaison to the school principal and staff of Hall's Cross Roads Elementary School and Central Office.
- Works in collaboration with the Judy Center Program Manager at Magnolia Elementary School as appropriate.
- Manages the budget in collaboration with the Coordinator of Early Childhood Programs and the Grants Accountant.
- Collects, maintains, and analyzes project data in collaboration with project evaluators.
- Designs and implements data collections; compiles and submits required reports including those required by MSDE.
- Achieves and maintains required program accreditation/validation.
- Develops strategies for increasing program visibility/expansion and enrollment strategies, including recruitment of new partners and the coordination of all issues affecting the partners.
- Organizes and leads monthly Steering Committee meetings, including agendas, handouts, and meeting minutes.
- Attends all state-wide Judy Center, Head Start, and Child Care Resources Center meetings.
- Serves on the Harford County Early Childhood Advisory Council and attends Early Childhood Round Table meetings.
- Prepares reports for the HCPS Board of Education, the community, and MSDE.
- Maintains the confidentiality of sensitive information and prepares reports using such information as needed.
- Delivers presentations to organizations, agencies, and conferences.
- Conducts and coordinates the development and distribution of surveys for agency partners, child care providers, parents, Judy Center staff, marketing materials, medical packets, and permissions.
- Provides fiscal oversight and accountability for the purchase and coordination of services, supplies, and materials for offices, classrooms, activities, and events.
- Develops and distributes parent newsletters, as well as provides other communication for families.
- Obtains and distributes brochures of interest to parents, e.g., child care, health issues, developmental stages.
- Holds weekly staff meetings to monitor partners and ensure component compliance.
- Holds case management meetings on a bi-weekly basis to review/monitor data collection and documentation of partnership activities.
- Develops and maintains partnership with Head Start.
- Attends hosted or co-sponsored Judy Center events including periodic evening workshops and events.
- Supervises Judy Center Family Services Liaison and Office Secretary.
- Performs other work-related duties as assigned.

#### SALARY

Salary range based on the FY 2021-2022 AHCATSP Salary Schedule for Non-Certified Administrative, Technical and Supervisory Professionals.

Grade D - Salary Range: \$82,244 - \$99,366

## REQUIREMENTS

- Master's degree from an accredited college or university in education, social work, or a related field preferred. Additional experience will be considered in lieu of a Master's degree.
- Demonstrated knowledge of early childhood development and curriculum appropriate for children from birth through age five.
- Knowledgeable of and able to work in partnership with community agencies and programs outside of HCPS.
- Demonstrated knowledge of and ability to work with students of varying ethnic and socioeconomic backgrounds.
- Able to independently implement, direct, and supervise.
- Able to make decisions in accordance with ordinances, laws, regulations, and established procedures for a model program.
- Available to work flexible hours that will include evening meetings, events, and/or work sessions both in and out of the county.
- Proficient in the use of Microsoft Office software and other related computer technology.
- Excellent interpersonal and oral/written communication skills.
- Excellent planning, organizational, and presentation skills.

## HOW TO APPLY

Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at [www.hcps.org](http://www.hcps.org). If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.

## DEADLINE

Online applications will be accepted for this vacancy until **Thursday, August 3, 2021**.

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, *et seq.*), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to [Paula.Stanton@hcps.org](mailto:Paula.Stanton@hcps.org), or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

### ***AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE***