



## Human Resources Office

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## VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

April 28, 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.

### SCIENCE LABORATORY TECHNICIAN APPRENTICESHIP Central Office – Curriculum, Instruction, & Assessment

This program pairs individuals with experienced staff who understand the skills and behavioral requirements for success in various career paths. These positions will involve cross-training with skills learned in many different areas of laboratory operations. 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.













#### OVERVIEW

The Office of Science Laboratory Technician Apprenticeship positions are part of the Harford County Public Schools Youth Apprenticeship program and a collaborative effort with the Maryland Department of Labor. The program is designed to provide opportunities for students to "learn while they earn" while completing 450 hours of work prior to graduation. This Apprenticeship program is for 12th grade students. It pairs individuals with science departments across the county to support laboratory work.

An ideal youth apprenticeship candidate for this position is a student who has a passion for science, particularly Chemistry, and wants to gain skills associated with the laboratory environment. Students will work alongside a supervising teacher, identified at each school, to support the work associated with teaching science and planning laboratory experiences for students.

#### 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.*

-  Preparing laboratory materials for teacher and student use, including gathering glassware, performing dilutions.
-  Cleaning and putting away lab materials.
-  Conducting basic inventories.
-  Supporting laboratory practices.
-  Review lab and materials order sheet to plan the day's work.
-  Gather materials needed for upcoming science labs and prepare according to teacher specifications.
-  Assist students and teachers with lab implementation, as needed.
-  Prepare solutions as appropriate for labs.
-  Follow all appropriate safety guidelines for safe handling of materials, including but not limited to wearing safety goggles, safety aprons, closed toe shoes, pulling hair back, and other safety guidelines appropriate for the task
-  Clean up supplies and put back in place.
-  Work to maintain a clean and orderly workplace.
-  Assist with inventory of materials and compiling information to submit order requests.

	<ul style="list-style-type: none"><li>Assist with evening Science Outreach opportunities as available, such as STEM evenings, Science Honor Society evenings, or collaboration with local middle or elementary schools.</li><li>Follow all safety requirements of the job.</li><li>Follow directions of supervising teachers, administrators, and staff.</li><li>Additional training could include the following:<ul style="list-style-type: none"><li>Completion of OSHA 30 training.</li><li>Completion of Soil and Sediment Management.</li></ul></li></ul>
<b>SALARY</b>	\$15.00 per hour; non-benefitted position
<b>TRAINING AND EXPERIENCE REQUIRED</b>	<ul style="list-style-type: none"><li>Able to follow oral and written procedures, while maintaining safety guidelines.</li><li>Transportation to get to the job site.</li><li>Concurrent enrollment in a course of related study.</li><li>Successful completion of Chemistry.</li><li>Science teacher recommendation.</li><li>This position will require the ability to work with different supervisors in different locations.</li><li>Employment is contingent upon successful completion of safety training.</li></ul>
<b>HOW TO APPLY</b>	Employment applications are accepted <b>online only</b> . To access the application, visit the Employment Opportunities section of the HCPS website at <a href="http://www.hcps.org">www.hcps.org</a> . If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.
<b>DEADLINE</b>	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**