



## 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

May 1, 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.

### OPEN TO HCPS EMPLOYEES ONLY TEACHER-IN-CHARGE

To assume responsibility for the operation of the school on occasions when the principal and assistant principal are absent.

- Teachers-in-charge are required to work one additional hour per day beyond the teacher schedule.
- Teachers-in-charge have the opportunity to work up to three additional days during the summer.

**Schools with Teacher-in-Charge vacancies that do not have a teaching vacancy must be filled with an "In-School" candidate.**

**Schools with Teacher-in-Charge vacancies that do have a teaching vacancy may be filled with a "County-Wide" candidate.**

#### DUTIES AND RESPONSIBILITIES INCLUDE

*These items 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.*

- Becomes familiar with administrative routine and procedures and acquires those understandings necessary for assuming responsibility for the school in the absence of the principal and the assistant principal.
- Participates with the principal and other leadership in providing for the effective management and operation of the school.
- Works with the Instructional Leadership Team to provide leadership for staff development and school improvement efforts at the school level.
- Assures continuity of the instructional program through identification, deployment and training of teacher substitutes.
- Performs other work-related duties as assigned.

#### SALARY

- This is a ten-month position.
- Annual compensation is a stipend which is added to your salary based upon the rate established by the Negotiated Agreement (FY 2024-2025). Annual stipends range from \$1,930-2,993 based on years of experience in a stipend eligible position and number of teachers in the respective areas.
- For more information, please refer to the Department Chairpersons, Teachers-in-Charge, and Teacher Specialist section of the HCEA Negotiated Agreement:  
<https://www.hcps.org/boe/collectivebargaining.aspx>
- FLSA: Exempt

#### REQUIREMENTS

- Achievement of tenure.
- Must hold or be eligible for a Maryland Advanced Certificate or Maryland Professional License.
- Completion of three years of successful teaching evidenced through the evaluation process.
- Demonstrated leadership skills.
- Demonstrated effective communication 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). Should you have questions or require assistance with the online employment application, please contact the Human Resources Office at 410-588-5226.

#### DEADLINE

Online applications will be accepted until **Thursday, May 8, 2025**.

*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**