



## Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

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 DEPARTMENT CHAIRPERSON High School (CORE)

Performs duties to improve the quality of instruction in the department to which the chairperson is assigned.

- *Department Chairpersons are required to work one additional hour per day beyond the teacher schedule.*
- *Department Chairpersons have the opportunity to work up to three additional days during the summer.*

**Schools with Department Chairperson vacancies that do not have a teaching vacancy within that specific content area must be filled with an "In-School" candidate.**

**Schools with Department Chairperson vacancies that do have a teaching vacancy within that specific content area 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.*

- Demonstrates and applies knowledge and understanding of current issues and instructional trends in content area.
- Provides school-wide leadership for the preparation and implementation of local, state, and national assessments.
- Monitors and assesses student achievement and participation outcomes using appropriate data collection and analysis.
- Implements and models effective instructional strategies in the classroom by serving as a coach for instructional staff.
- Serves as a member of the instructional appraisal team and is actively involved in the appraisal process.
- Participates in professional development activities which enhance the department chairpersons' role as an instructional leader.
- Collaborates with the Instructional Leadership Team and content area supervisors to provide instructional support and professional development opportunities.
- Coordinates and provides for the evaluation, selection, procurement, inventory, and distribution of textbooks and other instructional materials and equipment.
- Assists the principal and supervisor in planning, conducting, and evaluating departmental meetings and other in-service activities.

## SALARY

- Assists in the orientation of teachers new to the department as requested by the principal and supervisor.
  - Assists with substitutes working in the department.
  - Coordinates the ordering and distribution of supplies for the department.
  - Assists the principal in presenting staff development programs to members of the department for the purpose of improved instruction.
  - Participates in school and county curriculum development.
  - Assists in the preparation of the departmental budget.
  - Performs other work-related duties as assigned.
- 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 \$1,396 to \$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

- Must hold or be eligible for a Maryland Advanced Certificate or Maryland Professional License with endorsements in the requisite content area.
- Hold tenure.
- Experience and/or coursework which support knowledge of curriculum development and supervision.
- Five years of successful teaching experience which may include, but is not limited to, specialized areas such as guidance, speech-language pathologist, psychologist, or pupil personnel worker.
- Demonstrated mastery in the appropriate content area.
- Exhibits knowledge, skill, and experience working with both information and instructional technology.
- Outstanding oral and written communication skills.
- Outstanding leadership, management, and organizational skills.

## HOW TO APPLY

Employment applications are accepted **online only**. To access the application, 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 to complete the online employment application, contact the Human Resources Office at 410-588-5238.

## DEADLINE

Online employment 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**