



## Human Resources Office

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[www.hcps.org](http://www.hcps.org)

## VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

May 5, 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.









### **COMMUNITY SCHOOLS SPECIALIST – GRANT** **Effective for the 2025-2026 School Year** **Church Creek Elementary School**





The Community Schools Specialist grant position is responsible for the implementation, integration, alignment, and coordination of the community school strategy at the assigned school. The Community Schools Specialist coordinates strategic partners and services for children and families, addressing the social-emotional-environmental issues that interfere with students' academic performance. The position aligns all community-based resources, programs, and services to support students and family needs.

- *This is a grant funded assignment.*
- *Grant funded assignments will be in effect as stipulated in the grant. Assignment continuation is contingent upon available grant funding.*
- *This is an 11-month (210 day) Teacher Specialist position.*
- *The Community Schools Specialist grant position is required to work one additional hour per day beyond the teacher schedule.*
- *This position is eligible for the Teacher Specialist stipend.*








## **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.*








-  Implements a menu of needs-driven, high quality programs and services in adherence with the community school model, including but not limited to early childhood programs, expanded learning and enrichment opportunities, health services, parent/family engagement, adult/parent educational needs, direct assistance for shelter, food, and clothing as needed, and interventions to address chronically absent students.
-  Ensures the alignment and integration of all programming with the school principal's vision and in alignment with the instructional curriculum.
-  Advises the principal on how to integrate community partners and community members into school governance structures (Family Involvement Teams, Student Service Teams, etc.).
-  Coordinates the needs and resource assessment activities on an ongoing basis, employing a variety of strategies including a broad cross-section of stakeholders.
-  Provides professional development to staff on the Community School model.
-  Oversees the collection of data and provides timely submission of reports and responses to other requests for information from the Maryland State Department of Education.
-  Represents the Community School model and HCPS on various committees as needed.
-  Provides parents/guardians educational workshops on identified issues related to child development stress reduction, discipline and safety, and teacher/parent/student communication.

-  Serves as a liaison with community agencies and assists in fostering communication between schools, community partners, parents/guardians, and community leaders.
-  Identifies and mobilizes community resources to support the educational program.
-  Attends identified meetings and professional development activities as required.
-  Performs other work-related duties as assigned.

## SALARY

-  This is an eleven-month position. Salary range based on the FY 2024-2025 HCEA Salary Schedule for Certificated Teacher Personnel. Starting Salary: \$63,249– Maximum Earnings Potential \$121,848.
-  Certificated Teacher personnel are eligible to receive a \$2,352 first year stipend.
-  Full salary schedules can be found at <https://www.hcps.org/departments/humanresources/vacancies.aspx>
-  HCPS offers an expansive benefits package including medical, vision, dental, life insurance, retirement savings, pension, paid time off, and more.
-  For a complete list of benefits, please visit the Employment Benefits section: <https://www.hcps.org/departments/HumanResources/Default.aspx>
-  For more information on holidays and paid time off, please refer to the Holidays and Leave Provisions sections of the HCEA Negotiated Agreement: <https://www.hcps.org/boe/collectivebargaining.aspx>
-  FLSA: Exempt

## TRAINING AND EXPERIENCE REQUIRED

-  Master's Degree from an accredited college or university.
-  Must hold or be eligible for Maryland Advanced Certificate or Maryland Professional License or Hold or be eligible for a valid Maryland State License as a Licensed Master Social Worker (LMSW) or Graduate Social Worker (LGSW), Licensed Certified Social Worker (LCSW); or Licensed Certified Social Worker- Clinical (LCSW-C).
-  Three years of experience working in a school and/or a local, public or community-based organization such as health, faith-based, social services, or a non-profit setting preferred.
-  Experience working with Harford County community resources preferred.
-  Experience facilitating needs assessments and strategic planning sessions preferred.
-  Experience working with community partnership or in a school setting preferred.
-  Excellent written and oral communication skills.

## 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](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 for this vacancy until the position is successfully filled. **Candidates who apply by Friday, May 9, 2025, will receive 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](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**