



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

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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.

ASSISTANT SUPERVISOR – COMMUNITY SCHOOLS Central Office – Student Support Services

This position will perform a dual role of data coordination and financial management for Community Schools.







- *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.*

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.

- Develops and maintains effective and efficient data collection instruments for Community Schools.
- Collects and analyzes data as requested, prepares reports and maintains records.
- Collaboratively creates and maintains a longitudinal data tracking system.
- Provides data necessary and participates in the annual preparation of continuation of the State's Concentration of Poverty Grant program and related programs; as well as preparing any required state reports.
- Assists teachers and administrators in the interpretation of data.
- Collaborates with data personnel in the Office of Technology and Information Systems (OTIS) and the Office of Accountability in the reporting function and the longitudinal database.
- Coordinates with teachers, other instructional staff, and administrators in Community Schools to ensure individual employees comply with the fiscal and data collection requirements of the Concentration of Poverty Grant.
- Provides financial data to and consults with school leadership monthly in Community Schools.
- Prepares any necessary amendments relative to the State's Concentration of Poverty Grant program.
- Collaborates with the HCPS Office of Finance and the Budget Office relating to Community Schools expenditures.
- Coordinates, implements and oversees all fiscal requirements to support Community Schools.
- Maintains accounting records, analyzes program funds, and ensures adequate funding for program coverage.
- Provides fiscal support to Community Schools related to accounting, purchasing, inventory, staffing and payroll.
- Performs other work-related duties as assigned.

SALARY

-  This is a full-time twelve-month position. Salary range based on the FY 2024-2025 AHCATSP (Grade G) Salary Schedule for Non-Certificated, Technical and Supervisory Personnel. Starting Salary: \$110,672– Maximum Earnings Potential \$146,029.
-  Full salary schedules can be found at the bottom of the Current Vacancies webpage <https://www.hcps.org/departments/humanresources/vacancies.aspx>
-  HCPS offers an expansive benefits package including individual and family 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 of the Human Resources webpage: <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 AHCATSP Negotiated Agreement: <https://www.hcps.org/boe/collectivebargaining.aspx>
-  FLSA: Exempt

TRAINING AND EXPERIENCE REQUIRED

-  Bachelor's degree from an accredited college or university in education, business, data management, or a related field.
-  Five years of successful experience in a related area.
-  Experience in data collection, management, data analysis, database management systems, structured query language (SQL)
-  Experience with large Enterprise Resource Planning (ERP) software such as Oracle and/or Infor/Lawson.
-  Experience with state and federal grant administration and/or implementation. Experience with financial management preferred.
-  Excellent written and verbal communication skills. Excellent interpersonal 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. 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. 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. 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