



Human Resources Office

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www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

May 8, 2025

REVISED

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.











CURRICULUM SPECIALIST - SCIENCE **Effective for the 2025-2026 School Year** **Central Office – Office of Curriculum and Instruction** **(Internal Candidates Only)**

Under the direction of the Supervisor of Science, supports the development and implementation of content-specific initiatives including the development of curriculum, assessment, and professional development. Curriculum Specialists provide direct support to Instructional Leadership Teams and instructional staff through the teacher appraisal process, professional development, and other related content initiatives.

- *This is an eleven-month position.*
- *Curriculum Specialists are required to work one additional hour per day beyond the teacher schedule.*
- *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.

-  Participates and leads in the creation and presentation of curriculum, assessment, and other content-specific instructional materials.
-  Participates in and provides input to the observation and evaluation of teachers as appropriate.
-  Partners with the Office of Curriculum and Instruction in the creation, delivery, implementation, and evaluation of content-specific professional development for school administrators and teachers through systemic, job-embedded, and beyond-the-duty day professional development.
-  Collaborates with Instructional Leadership Teams regarding content-specific initiatives at the school level.
-  Collaborates with the Offices of Education Services and Student Support Services as appropriate.
-  Works directly with students during classroom instruction, as necessary.
-  Implements and models effective instruction for teachers and students, including but not limited to, co-teaching models.
-  Monitors student achievement through the collection and analysis of data.
-  Applies knowledge and understanding of current best practices in Science instruction.
-  Collaborates with the Supervisor of Science to provide instructional support and professional development for teachers in Science.

- Assists with the operations of the Office of Curriculum, Instruction, and Assessment in such areas as informational reports, program evaluation, and grant implementation.
- Applies theories of adult learning to professional development.
- Supports Science Facilitators through Facilitator meetings and professional development.
- Supports the science materials distribution center.
- 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 a Maryland Advanced Certificate or Maryland Advanced Professional License with an endorsement in the requisite content area or demonstrated leadership in science.
- Minimum of five years of successful teaching experience.
- Hold, or be eligible for, certification as Administrator I, preferred.
- Experience and/or coursework in curriculum development and supervision; prior experience in content-related leadership role, e.g., Department Chairperson, Teacher Specialist, Science Facilitator, etc...
- Demonstrated content mastery.
- Prior experience in elementary preferred.
- Proficient in the use of Microsoft Office software programs and eLearning platforms.
- Outstanding oral and written communication skills.
- Demonstrated leadership, management, and organizational skills.
- Demonstrated knowledge of culturally responsive pedagogy.

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 Thursday, May 15, 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