



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: talentmanagement@hcps.org

www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

May 21, 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.

TEACHER SPECIALIST – PROFESSIONAL DEVELOPMENT Office of Curriculum, Instruction, and Assessment

***Effective for the 2025-2026 School Year
(Internal Candidates Only)***

Under the direction of the Supervisor of Teacher Preparation and Professional Development, supports the development, implementation, and evaluation of professional development for pre-service instructional staff, current instructional staff, staff seeking National Board Certification, and educational support professionals.

- *This is an 11-month Teacher Specialist position.*
- *The Teacher Specialist 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.

- Supports the Supervisor of Teacher Preparation and Professional Development for the comprehensive, effective, and reasonably uniform manner regarding teacher preparation and development.
- Works cooperatively with the Offices of Curriculum, Instruction and Assessment, Educational Services, Student Support Services, and school-based leadership to coordinate, develop, implement, and evaluate teacher and educational support professional preparation and development.
- Supports the implementation and evaluation of activities funded through appropriate federal and state grants and the operating budget.
- Assists with the coordination, monitoring, and tracking of teacher preparation, recruitment, and retention programs and participation and completes essential reports for the Supervisor of Teacher Preparation and Professional Development.
- Supports the preparation and on-going professional development of Instructional Coaches and other teacher specialists as appropriate.
- Supports the planning, implementation, and evaluation of professional learning opportunities regarding the teacher induction program and teacher professional development for the school system.
- Collaborates with higher education partners and school administrators to facilitate the implementation of Professional Development Schools, as well as individual intern placements as directed by the Supervisor of Teacher Preparation and Professional Development.
- Researches and evaluates trends in teacher preparation and professional development to develop and recommend systemic initiatives to enhance student and adult learning and

- makes recommendations to the Supervisor of Teacher Preparation and Professional Development.
- Supports the evaluation of the effectiveness of the teacher preparation and development programs throughout the school system.
- Supports the coordination of the Harford County Public Schools and Maryland State Department of Education scholarship for teachers to pursue National Board Certification as directed by the Supervisor of Teacher Preparation and Professional Development.
- 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.
- 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, etc. preferred. Demonstrated content mastery.
- 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 Wednesday, May 28, 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