



## Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: [talentmanagement@hcps.org](mailto:talentmanagement@hcps.org)

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

## VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

May 30, 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.

### PARAEDUCATOR – PRE-KINDERGARTEN (August Vacancy)













#### Forest Lakes Elementary School

Lateral transfers of instructional personnel are not considered after August 1<sup>st</sup>.




To assist school staff with instructional programs, activities, and personal needs of students.

#### 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.*

-  Provides support to students during instruction.
-  Implements teacher lesson plans with individuals or small groups of students.
-  Works under the direction of the teacher to provide instruction to individual or small groups of students.
-  Assists with data collection, testing, and student assessment.
-  Assists with the implementation of the Individual Education Programs (IEP) and Individualized Family Service Plans (IFSP) for students with special needs depending on placement.
-  Monitors student behavior and implements behavioral strategies and intervention plans.
-  Provides assistance with personal care needs of students including, but not limited to, lifting, transferring, feeding, toileting, and restraint as required.
-  Prepares instructional materials for students as directed.
-  Assists with school-wide duties including, but not limited to, field trips, school assemblies, class coverage, bus duty, and the computer lab.
-  Participates in professional development programs as assigned.
-  Works with students via digital platform(s) to provide support during instruction, assist with data collection, testing, and student assessment.
-  Performs other work-related duties as assigned, which is inclusive of in-person duties and virtual duties as applicable.

#### SALARY

-  This is a full-time ten-month position. Salary range based on the FY 2024-2025 HCEA-ESP Salary Schedule for Paraeducator Personnel. Starting Salary: \$27,648– Maximum Earnings Potential \$45,309.
-  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.

### TRAINING AND EXPERIENCE REQUIRED

-  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 HCEA-ESP Negotiated Agreement:  
<https://www.hcps.org/boe/collectivebargaining.aspx>
-  FLSA: Non-Exempt
-  High school diploma or GED, and
  - associate of arts degree or higher from an accredited college or university; or
  - CDA Certificate (Child Development Associate) <http://www.cdacouncil.org/> with 48 college credit with grade "C" or higher; or
  - CDA Certificate (Child Development Associate) <http://www.cdacouncil.org/> with a passing score of 455 or higher on the Para Pro Assessment
-  Possess strong verbal, written, and interpersonal skills.
-  Able to be trained in and perform proper restraint techniques.
-  Able to meet physical requirements of position which are considered essential job functions, with or without accommodation, by passing pre-employment exam. Such requirements directly support students and include, but are not limited to, squatting, kneeling, and ability to lift and transfer students weighing up to 40 pounds.
-  Experience working with students with disabilities preferred.
-  Possess specific skills as dictated by the needs of the students, e.g., sign language, ability to lift heavy objects, address medical needs, etc.

### 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 until filled.

*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