



## Human Resources Office

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

## VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

June 3, 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 – PREKINDERGARTEN SPECIAL EDUCATION** ***Effective for the 2025-2026 School Year*** **(Internal Candidates Only)**








#### **Two Positions Available** **Central Office – Special Education**













To provide assistance to special educators and general educators servicing full day prekindergarten programs in meeting federal and state requirements, implementing specially designed instruction and supports to meet the needs of students with disabilities.

- *Teacher Specialists work one additional hour per day beyond the teacher schedule.*
- *Position is eligible for the Teacher Specialist Stipend.*
- *This is a grant funded assignment to be in effect through June 30, 2026.*
- *Grant funded assignments will be in effect as stipulated in the grant.*
- *This is an eleven-month position.*








#### **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.*








-  Serves as a resource in developing and implementing specially designed instruction for students with disabilities attending full day prekindergarten programs.
-  Assists special education teachers and staff supporting full day prekindergarten programs to enable them to develop and implement Individual Education Programs for students with disabilities, including implementation of positive behavior supports.
-  Collaborates with the Coordinator of Early Childhood and Coordinator of Special Education-Birth to 5 to provide instructional support and professional development for pre-kindergarten teachers, paraeducators, and special education teachers in developmentally appropriate practices, lesson accommodations/modifications and early childhood instruction.
-  Supports the Departments of Early Childhood and Special Education with the development, selection and modifications of instructional plans and materials to the needs of all students.
-  Recommends and/or demonstrates the use of appropriate teaching materials, technology, and teaching strategies to support staff and children in full day prekindergarten programs.
-  Assists in developing and providing professional development training and learning opportunities for teachers and paraprofessionals supporting full day prekindergarten programs.
-  Participates in Individual Education Program (IEP) Team meetings.

-  Provides consultative and coaching support for school personnel working with students with disabilities in full day prekindergarten programs.
-  Provides technical assistance by modeling lessons, peer coaching, peer conferences, visitations, and other similar activities.
-  Assists staff with implementing the MDOIEP (Maryland On-Line IEP Program).
-  Assists staff with developing and implementing data collection systems to support student growth.
-  Assists school-based teams in scheduling and planning instructional supports for children in full day prekindergarten programs.
-  Facilitates the transition of students with disabilities between Infants and Toddlers/Child
-  Find to prekindergarten and prekindergarten to kindergarten.
-  Supports the prekindergarten registration process by providing outreach to families; reviewing applications; and following up with families regarding application status.
-  Provides technical support in the implementation of Individuals with Disabilities Education Act (IDEA).
-  Synthesizes ideas gleaned from conference attendance to share information, as appropriate in professional development activities.
-  Demonstrates a positive attitude and uses effective skills in human relations with students, teachers, administrators, and members of the community.
-  Develops a knowledge base of effective strategies to facilitate inclusive education to ensure students with disabilities access both the county and state curriculum.

## **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 Special Education.
-  Five years of recent successful teaching experience, preferably in Special Education.
-  Experience supporting full day prekindergarten programs preferred.
-  Knowledge and understanding of IDEA and implementation of IEPs.
-  Knowledge and experience of implementing developmentally appropriate and evidence-based practices to address the social, emotional, behavioral needs of young children.
-  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 Tuesday, June 10, 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