



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

July 1, 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 – SUPPLEMENTAL INSTRUCTION **Hall's Cross Roads Elementary**

To provide, under the direction of the content supervisors, direct assistance and support to all Title I classroom teachers, Title I special educators, and paraprofessionals in implementing the HCPS approved supplemental instruction using appropriate strategies to meet the needs of a diverse at-risk student population.

- *Grant funded assignments will be in effect as stipulated in the grant. Assignment continuation is contingent upon available grant funding.*
- *This is a 10-month Teacher Specialist position.*
- *Teacher Specialists are required to work one additional hour per day beyond the teacher schedule.*
- *The Teacher Specialist – Supplemental Instruction 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.

- Works cooperatively with the Offices of Accountability, the Office of Curriculum and Instruction, the school-based Instructional Leadership Team, and the School Performance and Assessment Team to coordinate, develop, implement, and evaluate HCPS school performance and initiatives related to supplemental instruction.
- Assists the Instructional Leadership Team and School Performance and Assessment Team in coordinating, planning, and implementing long-range goals and objectives for students receiving supplemental instruction.
- Assists grade levels in determining appropriate supplemental programs for individual students.
- Supports the entire school staff in forming supplemental instructional student groups, to include who will be teaching the group, when, and where.
- Provides demonstration lessons, co-plans, co-teaches and pulls small groups of students to support differentiated instruction and/or implement supplemental instructional programs.
- Assists teachers in the development of appropriate instructional activities that are differentiated to meet the varying needs of all students during core subject areas.
- Assists in assessing the needs of students and teachers by analyzing core content data to include progress with supplemental instruction.
- Assists teachers in analyzing and interpreting data to identify instructional implications based on classroom performance and, if applicable, progress with supplemental instruction.
- Works in collaboration with other Title I specialists to generate data reports for the Title I office and Instructional Leadership Teams to inform members of students' progress, including supplemental programs.

SALARY

- Organizes professional development opportunities related to trainings required to deliver supplemental instruction.
- Plans and implements professional learning opportunities to support teacher understanding of how to effectively differentiate instruction across all content areas.
- Confers regularly with administrators, teachers, and paraprofessionals to recommend materials and/or model instructional strategies to meet the needs of students in the Title I program.
- Demonstrates positive attitude and uses effective skills in human relations with students, teachers, administrators, and members of the community.
- Participates as a member of the Instructional Leadership Team in an assigned school.
- Demonstrates active leadership and good judgment in working with teachers, students, parents, paraprofessionals, and Instructional Leadership Teams.
- Supports the Title I Teacher Specialists in planning and implementing Parent and Family Engagement Events that involve educating families about supplemental instruction.
- Maintains appropriate recordkeeping forms to document progress of students receiving supplemental instruction.
- Performs other work-related duties as assigned.

- This is an ten-month position. Salary range based on the FY 2025-2026 HCEA Salary Schedule for Certificated Teacher Personnel. Starting Salary: \$57,797 – Maximum Earnings Potential \$111,648.
- Certificated Teacher personnel are eligible to receive a \$2,376 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.
- Five years of successful teaching experience.
- Demonstrated leadership skills.
- Excellent oral and written 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. 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 11:59 PM on Tuesday, July 8, 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