



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 2, 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.

COORDINATOR – TEACHER PREPARATION AND PROFESSIONAL DEVELOPMENT

Central Office – Curriculum, Instruction, and Assessment

Internal Candidates Only

Under the direction of the Supervisor of Teacher Preparation and Professional Development, provides instructional and administrative leadership for the development, implementation, and coordination of all teacher preparation and professional development opportunities, including new teacher induction.

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 co-leadership with the Supervisor of Teacher Preparation and Professional Development for the comprehensive, effective, and reasonably uniform manner regarding teacher preparation.
- Works cooperatively with HCPS Central Offices and school-based leadership to coordinate, develop, implement, and evaluate teacher preparation programs and grow your own pathways.
- Coordinates with Institutions of Higher Education (IHE) for teacher preparation initiatives, including coursework, internships, and the Model School program.
- Expands IHE partnerships to enhance teacher preparation pathways for preservice teachers and educational support staff.
- Evaluates and refines preservice training and support, including curriculum for mentors and interns, high-quality instructional experiences, and mentorship programs.
- Monitors and evaluates the effectiveness of instructional strategies within the Model Schools and coordinates with school leadership to integrate research-based instructional methods.
- Leads efforts to recruit, develop, and retain high-quality educators to serve as mentors for teacher preparation experiences.
- Recommends systemic initiatives that enhance teacher preparation pathways gathered through participation in educational organizations and research.
- Represents the HCPS Office of Professional Development at MSDE and other agency meetings, as appropriate.
- Collects and analyzes data to determine the overall organizational effectiveness regarding the teacher preparation programs throughout the school system, including the Model School.
- Performs other work-related duties as assigned.

SALARY

- This is a twelve-month position. Salary range based on GRADE 2 of the FY 2025-2026 APSASHC Salary Schedule for Administrative and Supervisory Personnel. Starting Salary: \$126,017– Maximum Earnings Potential \$152,242.

TRAINING AND EXPERIENCE REQUIRED

- Administrators who earn 30 additional credits beyond a Master's Plus 30 will receive a \$3,000 salary differential.
 - Administrators who earn a Doctorate shall receive an additional salary differential of \$500.
 - 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.
 - 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 APSASHC Negotiated Agreement: <https://www.hcps.org/boe/collectivebargaining.aspx>
 - FLSA: Exempt
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- 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 Administrator I endorsement.
 - Five years successful teaching and/or administrative experience, preferably at both the elementary and secondary levels.
 - Proficient in the use of Microsoft Office software programs and eLearning platforms.
 - Experience working with data collection, analysis, and interpretation in an educational setting.
 - Strong content knowledge in the areas of adult learning theory and/or peer coaching techniques, as well as culturally responsive adult learning theory.
 - Excellent interpersonal and oral/written communication skills.
 - Exemplary human relation 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 11:59 p.m. on Thursday, July 10, 2025.

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