



## Human Resources Office

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

### VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

August 6, 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 – SCHOOL PERFORMANCE AND ACHIEVEMENT - ITINERANT** ***Havre de Grace Middle/High School***

Under the direction of the Executive Director of Elementary and/or Secondary School Instruction and Performance and the School Principal, provides instructional and administrative leadership for the coordination of comprehensive school improvement initiatives.

- 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 – School Performance and Achievement - Itinerant position is eligible for the teacher specialist stipend.
- Location subject to change based on systemic needs.

### **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 Educational Services, Curriculum, Instruction, and Assessment, Student Support Services, and the school principal to coordinate, develop, implement, and evaluate HCPS school performance and achievement plans and initiatives.
- Serves as a member of the Instructional Leadership Team and chairs the School Performance and Achievement Team.
- Collaborates with the Instructional Leadership Team and central office supervisors and coordinators to develop, deliver, and evaluate aligned professional learning designed to increase the knowledge of the instructional faculty and staff in the content area, effective teaching practices, and school performance and achievement initiatives.
- Assists the Instructional Leadership Team and teachers with analyzing student achievement data to plan school-based instructional programs and professional development and to assist teachers with differentiated instruction in order to improve classroom instruction.
- Provides program guidance to the Instructional Leadership Team in identified instructional areas to ensure alignment with district-wide initiatives.
- Works with teachers, students, and families to support North Star options and goals, intervention, and enrichment.
- Conducts regular walkthroughs of teacher's classrooms to provide coaching, non-evaluative, and supportive feedback to support each teacher in the building.
- Collaborates with the Principal, Instructional Coaches and Teacher/Curriculum Specialists to support instructional practices within the school.
- Provides technical assistance through modeling lessons, co-teaching, peer coaching, conferences, study groups, visitations, and other similar activities.
- Assists with the implementation of state and county-wide assessments.
- Assists with the development and management of school-based budgets and grants relating to school improvement initiatives.

## SALARY

- Maintains a current level of instructional knowledge, culturally responsive pedagogy, and evidence-based educational practices.
  - Demonstrates positive customer service and uses effective human relations skills with students, teachers, administrators, and members of the community.
  - Performs other work-related duties as assigned.
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- 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.
- Minimum of five years of successful teaching experience.
- Hold or be eligible for certification as Administrator I, preferred.
- Experience and/or coursework in school administration, curriculum development, or supervision; prior experience in a leadership role, e.g., Department Chairperson, Teacher-in-Charge, Teacher Specialist, etc. is preferred.
- Demonstrated content and pedagogical mastery for students of all achievement levels.
- Proficient in the use of Microsoft Office software programs and eLearning platforms.
- Strong project management skills, ability to manage multiple projects simultaneously within deadlines.
- Experience working with data collection, analysis, and interpretation in an educational setting.
- Demonstrated knowledge of culturally responsive pedagogy.
- Experience working with diverse student populations.
- 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](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 Wednesday, August 13, 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**