



## 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)

February 1, 2024

AN EQUAL OPPORTUNITY EMPLOYER

### VACANCY ANNOUNCEMENT

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.

#### SUMMER PROGRAM - TEACHER

#### External Applicants – Use this application for apply for ESY, Infant and Toddler, Child Find, Elementary, Middle and High School Summer Programs





To plan, organize and implement an appropriate instructional program that promotes learning for all students in an environment that is safe and conducive for learning.

#### DUTIES AND RESPONSIBILITIES INCLUDE

*These are intended only as examples of the various types of job duties to be performed. 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. Depending on the assignment these duties may require in-person attendance and/or virtual attendance based on the specific operational or instructional requirements of the assignment.*

- Plans, prepares and delivers instruction that facilitates active learning and provides for appropriate learning experiences for all students.
- Supervises students in a variety of school-related settings.
- Manages student behavior by establishing and enforcing classroom school and district expectations and procedures.
- Assigns and grades class work, homework, assessments, and assignments.
- Establishes, communicates, monitors and evaluates clear outcomes for students.
- Communicates and interacts with students, parents, staff, and the community.
- Develops, selects, and modifies instructional plans and materials to meet the needs of all students.
- Provides an atmosphere and environment conducive to the intellectual, physical, social, and emotional development of children.
- Strives to maintain and improve professional competence while participating in on-going professional development activities.
- Maintains and updates all appropriate records completely and accurately as required by laws, district policies and/or school practices.
- Maintains regular, on-time attendance.
- Attends and participates in department/grade level, school, district and parent meetings and serves on special committees.
- Monitors appropriate use and care of equipment, technology, materials, and facilities.
- Monitors the progress of individual students and uses information to adjust teaching strategies accordingly.
- Provides appropriate feedback on student progress to students and parents in timely manner.
- Reacts to change productively.
- Uses relevant technology to support, differentiate and enhance instruction.
- Maintains a safe and orderly in-person and/or digital learning environment that is conducive to the intellectual, social, and emotional development of students.
- Supports operational needs of the school through class coverage, duties outside of the classroom, school-wide activities, and emergency and safety planning and practice.
- Works with students via digital platform(s) to provide direct instruction, offer student feedback, assess student progress, and personalize instruction for individual students as directed.
- Performs other work-related duties as assigned, which is inclusive of in-person duties and virtual duties as applicable.

## REQUIREMENTS

-  Bachelor's Degree from an accredited college or university.
-  Hold or be eligible for a teaching certificate from the Maryland State Department of Education.
-  Excellent oral and written communication skills; able to effectively communicate with students, school staff, families/caregivers and other stakeholders.
-  Proficient with instructional technology and Microsoft Office Suite.

## 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**. **Apply by March 1, 2024 for immediate consideration.**

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools: Involving **students, refer to:** Ken Miller, [102 South Hickory Avenue, Bel Air, MD 21014 at \(410\) 375-0408 or Kenneth.Miller@hcps.org](mailto:Ken.Miller@hcps.org); Involving **all other members of the school community, refer to:** Renee McGlothlin, [102 South Hickory Avenue, Bel Air, MD 21014 at \(410\) 809-6087 or Renee.McGlothlin@hcps.org](mailto:Renee.McGlothlin@hcps.org). Discrimination complaints may also be filed with other agencies, such as the Office of Civil Rights in the United States Department of Education. Assistant Secretary for the Office of Civil Rights: 400 Maryland Avenue, SW, Washington, D.C. 20202, 1-800-421-3481. For updated information on the Board of Education, visit [www.hcps.org](http://www.hcps.org).

**AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE**