



Human Resources Office

102 S. Hickory Avenue
Bel Air, Maryland 21014
410-588-5226 - www.hcps.org
AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT

December 9 , 2021

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 OF TITLE I

Coordinates the development of the Title I Instructional Program (school-wide or targeted assistance) at all Title I schools. Responsible for the coordination of all school-based Title I services, programs and compliance.

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.

- With the collaboration of the principal, leads the development and implementation of the Title I program (school-wide/targeted assistance) at the school.
- Coordinates, monitors, and evaluates the parent involvement program to include providing information to parents regarding requirements of ESSA.
- Oversees the transition of Targeted Assistance Schools to School-wide Title I Schools.
- Oversees and monitors the Title I Extended Instructional Programs (EIP) to ensure program goals are being met with regards to student achievement as outlined in the School Performance and Assessment Plans and vendor contracts (includes summer, extended day and in-school EIPs).
- Assists schools in creating, managing and implementing additional supplemental Title grants (TSI and CSI, etc.).
- Attends a variety of Title I school team meetings and school events to support schools.
- Coordinates duties and collaborates with the Title I Teacher Specialists.
- Maintains open lines of communication with all Content Supervisors (ELA, Math, Early Childhood, Special Education and School Counseling) to support effective use of the Title I Flex Position Specialists.
- Ensures audit readiness and regulatory compliance for all school-based Title I components.
- Works flexible schedule, including evenings.
- Performs other work-related duties as assigned.

OTHER RESPONSIBILITIES

SALARY

This is a twelve-month position with twenty (20) days of annual leave. Salary range based on the FY 2021-2022 APSASHC Salary Schedule for Certificated Administrative and Supervisory Professionals. Grade 1 Salary Range: \$105,967 - \$128,020

MINIMUM REQUIREMENTS

- Master's degree or equivalency from an accredited college or university.
- Hold or be eligible for a Maryland Advanced Professional Certificate with endorsements in elementary education and Administrator I.
- Five years of successful teaching experience at the elementary level.
- Demonstrated leadership in Title I programming.
- School-based administrator experience preferred.
- Excellent written and oral communication skills.
- Experience with public speaking.
- Proficient in the use of Microsoft Office software and other related computer technology.

HOW TO APPLY	Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at www.hcps.org . If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.
DEADLINE	Online applications will be accepted for this vacancy until the position is filled. Candidates who apply by December 20, 2021 will be given first 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 may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to Paula.Stanton@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE