



## Human Resources Office

102 S. Hickory Avenue  
Bel Air, Maryland 21014  
410-588-5226 - [www.hcps.org](http://www.hcps.org)

AN EQUAL OPPORTUNITY EMPLOYER

## VACANCY ANNOUNCEMENT

**June 16, 2022**

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 EDGEWOOD MIDDLE SCHOOL**

***\*Position Effective for the 2022-2023 School Year***

Under the direction of the Executive Directors of Elementary and/or Secondary Education Instruction & 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 position is eligible for the teacher specialist stipend.*

#### **DUTIES AND RESPONSIBILITIES INCLUDE**

*These items 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.*

- 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.
- Conduct 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.
- 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.

#### **SALARY**

- Salary is in accordance with the HCEA ten-month salary schedule for certificated teachers.

#### **REQUIREMENTS**

- Must hold or be eligible for an Advanced Professional Certificate.
- Minimum of five years of successful teaching experience at the elementary, middle and/or high school level.
- 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 Specialist, etc. 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 online application site, visit the Current Job Openings section of the HCPS website at [www.hcps.org](http://www.hcps.org). If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.

**DEADLINE**

Online employment applications will be accepted until the position is successfully filled. *Candidates that apply by Thursday, June 23, 2022 will receive 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 may be referred to Renee McGlothlin, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6087 or by email to [Renee.McGlothlin@hcps.org](mailto:Renee.McGlothlin@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**