



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

VACANCY ANNOUNCEMENT

JUNE 21, 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.

COORDINATOR OF APPRENTICESHIP, WORKFORCE DEVELOPMENT AND CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS

To assist the Supervisor of Magnet and Career and Technology Education (CTE) Programs in administering and enhancing all aspects of the HCPS CTE programs.

- *This is a grant funded assignment to be in effect through September 30, 2024.*
- *Grant funded assignments will be in effect as stipulated in the grant. Assignment continuation is contingent upon available grant funding.*

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.

- Assists in the development, implementation, and evaluation of Work-based learning, Apprenticeship, and Internships for CTE Programs.
- Coordinates the administration of Apprenticeship Maryland including program development, industry recruitment, job shadowing, and financial tracking.
- Assists with work study programs, including the Leading Edge continuing education partnership with Harford Community College.
- Assists with CTE program alignment to North Star and MD Blueprint.
- Assists in the recruitment, selection, placement, and transfer of staff for CTE to support internships, work-based learning, and apprenticeship.
- Assists teachers and programs in CTE programs involved with work-based learning, internships, and apprenticeship.
- Plans and conducts professional development for teachers in CTE programs supporting work based learning, internships and apprenticeship to promote instructional and programmatic improvements and curricular change.
- Participates in the development of plans and specifications for existing CTE programs to support Apprenticeship MD and local labor market trends.
- Assists with the coordination and preparation of proposals, plans, and reports for local, state, and federally funded programs associated with Apprenticeship, MD Blueprint and select CTE programs.
- Assists with preparing and implementing an annual budget for supporting apprenticeship.
- Coordinates the development, implementation, and evaluation of curriculum materials for apprenticeship and CTE programs involved with internships and apprenticeship.
- Explores emerging work force trends and industry needs as related to Apprenticeship, and MD Blueprint.
- Serves as a liaison with local, state, and national organizations around Apprenticeship/CTE programming issues.
- Collaborates with the Talent Pathways Project Manager and applicable departments and schools, to identify and development student work experiences or internships at HCPS, targeting HCPS hard-to-fill positions.
- 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 2022-2023 APSASHC Salary Schedule for Administrative and Supervisory Personnel.
Grade 1 Salary Range: \$114,721 - \$138,596

REQUIREMENTS

- Master's degree from an accredited college or university.
- Hold or be eligible for an Advanced Professional Certificate with an Administrator I endorsement.
- Five years of successful teaching and/or administrative experience.
- Successful experience managing long-term projects and grants.
- Proficient in the use of Microsoft Office software programs and eLearning platforms.
- Experience working with data collection, analysis and interpretation in an educational setting.
- Excellent written, organization, and communication skills.
- Exemplary human relation skills.
- Demonstrated leadership, management, and organizational skills.
- Demonstrated knowledge of culturally responsive pedagogy.
- Demonstrated knowledge or training in adult learning theory and/or peer coaching techniques, as well as culturally responsive adult learning theory.
- An understanding of Harford County's businesses, employers, and labor market trends.

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 successfully filled. Candidates who apply by **Monday, June 27, 2022** will receive 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 Renée McGlothlin, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-588-5247 or by email to 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