



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.

CURRICULUM SPECIALIST FOR CTE/CAREER WORKFORCE OFFICE OF CURRICULUM, INSTRUCTION AND ASSESSMENT

To assist the Supervisor of Magnet and Career and Technology Education (CTE) Programs in administering and enhancing all aspects of Workforce Development, Certification and Harford Youth Academy.

- *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.*
- *This is an eleven-month position.*
- *Position is eligible for the Teacher Specialist stipend.*
- *Curriculum Specialists are required to work one additional hour per day beyond the teacher schedule.*

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.







- Assists in the development, expansion, and evaluation of workforce development opportunities, Harford Youth Academy and CTE certifications for grades 6-12.
- Coordinates the administration of the Harford Youth Academy, industry recruitment, job shadowing, and financial tracking.
- Assists the Harford Youth Academy partners with instruction and selection of students to participate in this program.
- Assists with Magnet and CTE program alignment to North Star and MD Blueprint.
- Assists teachers, counselors, and Program Coordinators in identifying students for program participation.
- Plans and conducts professional development for teachers in the stated areas of supervision to promote instructional and programmatic improvements and curricular change with the focus of workforce development.
- Participates in the development of partnership with local industry partners.
- Assists with the coordination and preparation of proposals, plans, and reports for local, state, and federally funded programs associated with Magnet schools, MD Blueprint and select CTE programs.
- Coordinates meetings with program partners to address regional workforce needs.
- Coordinates the development, implementation, and evaluation of curriculum materials based on regional workforce demand.
- Explores emerging instructional technologies as these relate to workforce needs.
- 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.

SALARY

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

REQUIREMENTS

- Must hold or be eligible for an advanced professional certificate with an endorsement in the area of school counseling, CTE or a related field.
- Five years of successful teaching and/or school counseling 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 that apply by **Monday, June 27, 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, 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