



## Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

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[www.hcps.org](http://www.hcps.org)

August 25, 2023

AN EQUAL OPPORTUNITY

### 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.

### IN-SCHOOL SUSPENSION TECHNICIAN Edgewood High School

Monitors in-school suspension programs and assists classroom teachers.

#### 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.*

- Collects assignments from teachers for students who have been assigned to in-school suspension.
- Monitors the in-school suspension program which will include a daily schedule for all subjects.
- Supervises students assigned to the program in order to ensure that students remain on task throughout the school day.
- Assists students in completing prepared programs which would include lessons on study skills and guidance components related to positive behavior and career education.
- Meets with parents of students who have been assigned to in-school suspension in order to review work that has been completed during the program.
- Assists teachers with students who have behavior problems.
- Performs other work-related duties as assigned.

#### SALARY

Starting Salary for Technician (\$31,558)  
May increase with additional education and experience.

#### REQUIREMENTS

- High School diploma.
- Associate of Arts degree or sixty college credits.
- Excellent written and oral communications skills.
- Ability to work with students, parents, and school staff.

#### 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**.

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](tel:4103750408) or [Kenneth.Miller@hcps.org](mailto:Kenneth.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](tel:4108096087) 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***