



Human Resources Office

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www.hcps.org

January 29, 2024

AN EQUAL OPPORTUNITY
EMPLOYER

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.

EXTENDED SCHOOL PROGRAM (ESY) – SITE COORDINATOR I Internal Applicants Only

The Site Coordinators for the Extended School Program (ESY) will take on the role of instructional leaders at regional ESY sites. They will collaborate with the Office of Special Education from March 4th to August 8th. The responsibilities of ESY site coordinators include supporting the review of student ESY documentation, contributing to program development, and acting as the main liaison to the selected school administration. Anticipate dedicating up to twenty additional paid hours for program preparation before July 1st. Candidates are advised to refrain from scheduling vacations during the professional development ESY preparation days and throughout the program, with exceptions considered on a case-by-case basis.

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.

- Attend all meetings or professional development associated with the identified program.
- Work collaboratively with selected school Instructional Leadership Teams (ILT), nurses, and administrative support technicians to coordinate program operations
- Develop and communicate to the ESY staff all logistical procedures related to transportation, food service (if applicable), programming, and safety
- Determine student placement and instructional grouping
- Collect and compile student attendance
- Monitor ongoing data collection and progress monitoring of students
- Provide technical assistance with the Maryland Online IEP program and on HCPS Special Education policies
- Complete and submit payroll for all program employees
- Organize, distribute, and inventory instructional materials, communication supports, assistive technology, and mobility aids
- Review, distribute, and collect student ESY folders
- Serve as a point of contact to families, Special Education teacher specialists, related service providers, and other professionals
- Support arrangement of substitutes
- Plan and coordinate program closing
- Support conditionally certified and general education teachers servicing students during ESY
- Other duties as assigned

REQUIREMENTS

- Hold tenure.
- Hold or be eligible for a Maryland Advanced Professional Certificate (APC).
- Possess characteristics of an effective teacher.
- Demonstrated leadership skills.
- Excellent written and oral communication skills.

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. 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, with special consideration to those who apply by February 9, 2024.**

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](mailto:Ken.Miller@hcps.org) at [\(410\) 375-0408](tel:410-375-0408) or Kenneth.Miller@hcps.org; Involving **all other members of the school community, refer to:** Renee McGlothlin, [102 South Hickory Avenue, Bel Air, MD 21014](mailto:Renee.McGlothlin@hcps.org) at [\(410\) 809-6087](tel:410-809-6087) or 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.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE