



## Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: [talentmanagement@hcps.org](mailto:talentmanagement@hcps.org)

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

February 1, 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.

### SUMMER PROGRAM – INCLUSION HELPER Internal for HCPS Employees – Use this application to apply for ESY , Elementary School and Middle School Programs

To provide support and assistance to students with severe disabilities.

#### 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.*

- Provides support to students during instruction; provides modifications and accommodations.
- Facilitates student independence in the least restrictive environment.
- Provides assistance to students to complete assignments; follows-up and reinforces activities.
- Monitors student behavior and implements behavioral strategies and intervention plans.
- Provides assistance with personal care needs including, but not limited to, lifting, transferring, feeding, and toileting.
- Prepares instructional materials for students based on the direction of the teacher.
- Charts data on student progress, as necessary.
- Participates in professional development programs as assigned.
- Performs other work-related duties as assigned.

#### REQUIREMENTS

- High school diploma or minimum educational standard established through federal legislation.
- Possess strong verbal and interpersonal skills.
- Able to lift and transfer students weighing up to 40 pounds.
- Experience working with students with disabilities preferred.
- Specific skills as dictated by the needs of the students.

#### 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**. **Apply by March 1, 2024 for 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: 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](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](mailto:Renee.McGlothlin@hcps.org) at [\(410\) 809-6087](tel:410-809-6087) 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***