



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

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www.hcps.org

February 15, 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 - SUMMER SWIM INSTRUCTOR **Magnolia Middle School – Internal for HCPS Employees** **Use this application to apply for Summer Programs**

Provide swim lessons to a group of children of all levels and abilities based on American Red Cross standards and program requirements under the direction of the Pool Operator.

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.

- The swim instructor is responsible for instructing all swim lesson participants
- Assists with the screening of all incoming students in their class to determine if appropriate class placement has occurred.
- This position is also responsible for the safety of the participants in their own class
- Work hours as scheduled which includes beginning and ending class on time; remaining after class to answer participant and/or parent questions as needed and clean up supplies.
- Instructs and evaluates students participating in swim lessons
- Submits completed report cards, skills sheets and attendance information on time
- Attends meetings and training sessions
- Act immediately and appropriately to secure safety of patrons in the event of emergency.
- Presents professional appearance and attitude at all times and maintains a high standard of customer service.
- All other duties as assigned and appropriate.

REQUIREMENTS

- Lifeguard Certification (required)
- Water Safety Instructor (preferred)
- Knowledge of and the ability to demonstrate skills in swim lessons instruction
- Ability to demonstrate skills as required for class content.
- Ability to work independently and possess energy and enthusiasm.
- Ability to positively interact with the general public.

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**. **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 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 410-809-6064 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.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE