



## Human Resources Office

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

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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.

### MIDDLE SCHOOL SUMMER LEARNING PROGRAM – SITE COORDINATOR I Internal Applicants Only

The Middle School Summer Learning Program Site Coordinator will serve as the school contact for Central Office between March 1, 2024 and July 25, 2024. Only one Site Coordinator will be hired for each school listed. Site Coordinators should not schedule vacation time on the professional development days or during the month of July and first week of August.

#### 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.*

Middle School Summer Learning Program Site Coordinator I are expected to complete the following duties beyond the regular duty day:

- Attend all meetings or professional development associated with the identified program;
- Support communication between the building administration, summer school administrators in charge, and summer school staff members;
- Monitor the overall enrollment and registration process including the waitlist through the summer school application;
- Serve as the contact person for questions regarding the summer school program;
- Create and coordinate orientation materials for summer school staff;
- Determine classrooms and class lists for summer school teachers;
- Develop daily grade level schedules;
- Arrive at school ½ an hour prior to student arrival and remain at school for 1 hour after student dismissal;
- Supervise grades 6-8 staff and students throughout the program;
- Coordinate food services and schedules for breakfast, lunch and snack;
- Oversee and monitor extra-curricular activities;
- Monitor teacher payroll and student attendance;
- Inventory and store all program materials;
- Make any necessary phone calls regarding student absences/discipline issues;
- Arrange for any necessary substitutes during the summer program;
- Coordinate summer school teacher check out at the end of the session.


Middle School Summer Learning Program – Site Coordinator I site locations:

- Edgewood Middle School
- Southampton Middle School

**\*Sites, dates and times are subject to change\***

#### 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](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, with special consideration given to candidates 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: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](mailto:Renee.McGlothlin@hcps.org) 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**