

Blended Virtual Program (eLearning) at Swan Creek School

Additional Information

Elementary School:

- Workday Hours: 8:30 AM – 3:50 PM
- Work Days: Monday through Friday Live synchronous instruction
- Workplace: Option to work remotely or in a HCPS Building (current CEO Building 253 Paradise Rd., Aberdeen, MD 21001)
- Curriculum: HCPS curriculum
- Instructional format: Use of itslearning and Microsoft TEAMS to deliver instruction to students who will access from their homes. All students are scheduled to attend scheduled synchronous lessons.

Middle School:

- Workday Hours: 7:45 AM – 3:05 PM
- Work Days: Monday through Friday Live synchronous instruction
- Workplace: Option to work remotely or in a HCPS Building (current CEO Building 253 Paradise Rd., Aberdeen, MD 21001)
- Curriculum: HCPS curriculum
- Instructional format: Use of itslearning and Microsoft TEAMS to deliver instruction to students who will access from their homes. All students are scheduled to attend scheduled synchronous lessons.

High School:

- Workday Hours: 7:00 AM – 2:20 PM
- Work Days: Monday through Friday Live synchronous instruction
- Workplace: Option to work remotely or in a HCPS Building (current CEO Building 253 Paradise Rd., Aberdeen, MD 21001)
- Curriculum: HCPS curriculum
- Instructional format: Use of itslearning and Microsoft TEAMS to deliver instruction to students who will access from their homes. All students are scheduled to attend scheduled synchronous lessons.

General Work Expectations for those opting to work remotely as part of the blended virtual program at Swan Creek School:

- The employee is responsible for providing their own Internet service which meets the needs of the remote instructional setting.
- Remote employees are expected to be available and communicative during scheduled work hours.
- Harford County Public Schools will provide an HCPS issued device and supporting technology.
- Harford County School work rules and other policies continue to apply to offsite work locations.

- Remote employees will be required to report in-person to Swan Creek School throughout the year at the direction of the supervisor for a variety of job-related reasons (in-person state testing, IEP meetings, parent meetings, school-wide in-person events, field trips, team meetings, professional development, etc.)
- The employee will make arrangements for regular dependent care and understands that remote instruction is not a substitute for dependent care.
- Employees should seek a quiet and distraction-free working space, to the extent possible.
- Employees are expected to maintain their workspace in a safe manner, free from safety hazards.
- A comprehensive list of remote work expectations will be provided upon successful hiring into a position.