



Human Resources Office
 102 S. Hickory Avenue
 Bel Air, Maryland 21014
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 410-588-5238 - www.hcps.org

AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT

May 25, 2021

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.

Teacher

To plan, organize and implement an appropriate instructional program that promotes learning for all students in an environment that is safe and conducive for learning.

DUTIES AND RESPONSIBILITIES INCLUDE

These 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. Depending on the assignment these duties may require in-person attendance and/or virtual attendance based on the specific operational or instructional requirements of the assignment.

- Plans, prepares and delivers instruction that facilitates active learning and provides for appropriate learning experiences for all students.
- Supervises students in a variety of school-related settings.
- Manages student behavior by establishing and enforcing classroom school and district expectations and procedures.
- Assigns and grades class work, homework, assessments, and assignments.
- Establishes, communicates, monitors and evaluates clear outcomes for students.
- Communicates and interacts with students, parents, staff, and the community.
- Develops, selects, and modifies instructional plans and materials to meet the needs of all students.
- Provides an atmosphere and environment conducive to the intellectual, physical, social, and emotional development of children.
- Strives to maintain and improve professional competence while participating in on-going professional development activities.
- Maintains and updates all appropriate records completely and accurately as required by laws, district policies and/or school practices.
- Maintains regular, on-time attendance.
- Attends and participates in department/grade level, school, district and parent meetings and serves on special committees.
- Monitors appropriate use and care of equipment, technology, materials, and facilities.
- Monitors the progress of individual students and uses information to adjust teaching strategies accordingly.
- Provides appropriate feedback on student progress to students and parents in timely manner.
- Reacts to change productively.
- Uses relevant technology to support, differentiate and enhance instruction.
- Maintains a safe and orderly in-person and/or digital learning environment that is conducive to the intellectual, social, and emotional development of students.
- Supports operational needs of the school through class coverage, duties outside of the classroom, school-wide activities, and emergency and safety planning and practice.
- Works with students via digital platform(s) to provide direct instruction, offer student feedback, assess student progress, and personalize instruction for individual students as directed.
- Performs other work-related duties as assigned, which is inclusive of in-person duties and virtual duties as applicable.

REQUIREMENTS

- Bachelor's Degree from an accredited college or university.
- Hold or be eligible for a teaching certificate from the Maryland State Department of Education.
- Excellent oral and written communication skills; able to effectively communicate with students, school staff, families/caregivers and other stakeholders.
- Proficient with instructional technology and Microsoft Office Suite.

HOW TO APPLY

Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at www.hcps.org. If you have questions or require assistance, please contact the Human Resources Office at 410-588-5238.

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 Dr. Paula Stanton, 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 Paula.Stanton@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.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE