



**Human Resources Office**

102 S. Hickory Avenue  
Bel Air, Maryland 21014  
410-588-5226 - www.hcps.org

AN EQUAL OPPORTUNITY EMPLOYER

**VACANCY ANNOUNCEMENT**

**April 22, 2024**

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 SPECIALIST – SCHOOL PERFORMANCE AND ACHIEVEMENT  
HAVRE DE GRACE HIGH SCHOOL  
(Position Effective for the 2024-2025 School Year)**

Under the direction of the Executive Directors of Elementary and/or Secondary Education Instruction & Performance and the School Principal, provides instructional and administrative leadership for the coordination of comprehensive school improvement initiatives.

- This is a 10-month Teacher Specialist position.
- Location subject to change based on systemic needs.
- Teacher Specialists are required to work one additional hour per day beyond the teacher schedule.
- The Teacher Specialist – School Performance and Achievement position is eligible for the teacher specialist stipend.

**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.*

- Works cooperatively with the Offices of Educational Services, Curriculum, Instruction, and Assessment, Student Support Services, and the school principal to coordinate, develop, implement, and evaluate HCPS school performance and achievement plans and initiatives.
- Serves as a member of the Instructional Leadership Team and chairs the School Performance and Achievement Team.
- Collaborates with the Instructional Leadership Team and central office supervisors and coordinators to develop, deliver, and evaluate aligned professional learning designed to increase the knowledge of the instructional faculty and staff in the content area, effective teaching practices, and school performance and achievement initiatives.
- Assists the Instructional Leadership Team and teachers with analyzing student achievement data to plan school-based instructional programs and professional development and to assist teachers with differentiated instruction in order to improve classroom instruction.
- Provides program guidance to the Instructional Leadership Team in identified instructional areas to ensure alignment with district-wide initiatives.
- Works with teachers, students, and families to support North Star options and goals, intervention, and enrichment.
- Conducts regular walkthroughs of teacher’s classrooms to provide coaching, non-evaluative, and supportive feedback to support each teacher in the building.
- Collaborates with the Principal, Instructional Coaches and Teacher/Curriculum Specialists to support instructional practices within the school.
- Provides technical assistance through modeling lessons, co-teaching, peer coaching, conferences, study groups, visitations, and other similar activities.
- Assists with the implementation of state and county-wide assessments.
- Assists with the development and management of school-based budgets and grants relating to school improvement initiatives.
- Performs other work-related duties as assigned.

**SALARY**

- Salary is in accordance with the HCEA ten-month salary schedule for certificated teachers.

**REQUIREMENTS**

- Must hold or be eligible for a Maryland Advanced Professional Certificate.
- Minimum of five years of successful teaching experience.
- Hold or be eligible for certification as Administrator I, preferred.
- Experience and/or coursework in school administration, curriculum development, or supervision; prior experience in a leadership role, e.g., Department Chairperson, Teacher-in-Charge, Teacher Specialist, etc. is preferred.
- Demonstrated content and pedagogical mastery for students of all achievement levels.
- Proficient in the use of Microsoft Office software programs and eLearning platforms.

- Strong project management skills, ability to manage multiple projects simultaneously within deadlines.
- Experience working with data collection, analysis, and interpretation in an educational setting.
- Demonstrated knowledge of culturally responsive pedagogy.
- Experience working with diverse student populations.
- Excellent oral and written communication skills.

**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](http://www.hcps.org). If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.

**DEADLINE**

Online applications will be accepted for this vacancy until the position is successfully filled. **Candidates who apply by Monday, April 29, 2024, will receive 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 at (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 S. Hickory Avenue, Bel Air, MD 21014 at (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, DC 20202, 1-800-421-3481. For updated information on the Board of Education, visit [www.hcps.org](http://www.hcps.org).

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**