



**Human Resources Office**

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

AN EQUAL OPPORTUNITY EMPLOYER

**VACANCY ANNOUNCEMENT**

**MAY 24, 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.

**APPRENTICESHIP AND WORKFORCE DEVELOPMENT TEACHER SPECIALIST  
.5 JOPPATOWNE HIGH SCHOOL / .5 PATTERSON MILL HIGH SCHOOL**

To assist the Office of Career Technical Education (CTE) and Magnet Programs and the School Principal in the implementation of Apprenticeship Maryland, Workforce Investment and Work-Based Learning Programs.

- *This is an eleven-month position.*
- *Teacher specialists are required to work one additional hour per day beyond the teacher schedule.*

**DUTIES AND RESPONSIBILITIES INCLUDE**

- Assists in the development, implementation, and evaluation of Apprenticeship, Internships, Workforce Investment and Work Based Learning programs for grades 9-12.
- Coordinates the administration of Apprenticeship Maryland including program development, industry recruitment, job shadowing, and employment tracking.
- Assists with work study programs, including the Workforce Investment continuing education partnership with Harford Community College.
- Provides instruction to students in the development of cover letters, resume writing as well as interviewing and soft skills and other job-related topics.
- Develops partnerships and relationships with local businesses to support Apprenticeship, Internships and Work-based learning opportunities for students.
- Assists with CTE and Magnet program alignment to North Star and the Blueprint for Maryland's Future.
- Assists teachers, counselors, and program coordinators in identifying students for program participation.
- Plans and conducts professional development for teachers to promote instructional and programmatic improvements with the focus of workforce development.
- Participates in the development of partnerships with local industries.
- Supports the coordination of regional workforce needs with program partners.
- Coordinates the development, implementation, and evaluation of curriculum materials based on regional workforce demand.
- Explores emerging instructional technologies as these relate to workforce needs.
- Collaborates with the Talent Pathways Project Manager and applicable departments and schools, to identify and develop student work experiences or internships at HCPS, targeting HCPS hard-to-fill positions.
- Performs other work-related duties as assigned.

**SALARY**

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

**REQUIREMENTS**

- Must hold or be eligible for a Maryland Advanced Professional Certificate.
- Five years of successful teaching and/or counseling experience.
- Proficient in the use of Microsoft Office software programs and eLearning platforms.
- Experience working with data collection, analysis, and interpretation in an educational setting.
- Excellent written, organization, and communication skills.
- Exemplary human relation skills.
- Demonstrated leadership, management, and organizational skills.
- Demonstrated knowledge of culturally responsive pedagogy.
- Demonstrated knowledge or training in adult learning theory and/or peer coaching techniques, as well as culturally responsive adult learning theory.
- An understanding of Harford County's businesses, employers, and labor market trends.

**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 **Friday, May 31, 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**