



# Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: [staffmanagement@hcps.org](mailto:staffmanagement@hcps.org)

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

AN EQUAL OPPORTUNITY  
EMPLOYER

July 23, 2024

## 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.

### Paraeducator-Special Education Old Post Road Elementary School

To assist school staff with instructional programs, activities, and personal needs of students.

#### 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.*

- Provides support to students during instruction.
- Implements teacher lesson plans with individuals or small groups of students.
- Works under the direction of the teacher to provide instruction to individual or small groups of students.
- Assists with data collection, testing, and student assessment.
- Assists with the implementation of the Individual Education Programs (IEP) and Individualized Family Service Plans (IFSP) for students with special needs depending on placement.
- Monitors student behavior and implements behavioral strategies and intervention plans.
- Provides assistance with personal care needs of students including, but not limited to, lifting, transferring, feeding, toileting, and restraint as required.
- Prepares instructional materials for students as directed.
- Assists with school-wide duties including, but not limited to, field trips, school assemblies, class coverage, bus duty, and the computer lab.
- Participates in professional development programs as assigned.
- Works with students via digital platform(s) to provide support during instruction, assist with data collection, testing, and student assessment.
- Performs other work-related duties as assigned, which is inclusive of in-person duties and virtual duties as applicable.

#### SALARY

Starting Salary for Paraeducator (\$26,705)  
May increase with additional education and experience.

#### REQUIREMENTS

- High school diploma or GED, and
  - associate of arts degree or higher from an accredited college or university; or
  - 48 college credits with grade “C” or higher; or
  - pass ParaPro Assessment with score of 455 or higher
- Possess strong verbal, written, and interpersonal skills.
- Able to be trained in and perform proper restraint techniques.

- Able to meet physical requirements of position which are considered essential job functions, with or without accommodation, by passing pre-employment exam. Such requirements directly support students and include, but are not limited to, squatting, kneeling, and ability to lift and transfer students weighing up to 40 pounds.
- Experience working with students with disabilities preferred.
- Possess specific skills as dictated by the needs of the students, e.g., sign language, ability to lift heavy objects, address medical needs, etc.

## 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**.

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](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 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**