



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: talentmanagement@hcps.org

www.hcps.org

VACANCY ANNOUNCEMENT







AN EQUAL OPPORTUNITY EMPLOYER

July 18, 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.




















21ST CENTURY COMMUNITY LEARNING CENTERS SITE COORDINATOR Old Post Road Elementary School Internal Candidates Only













To oversee, organize, and implement all aspects of the After-School Enrichment grant project at 21st Century Community Learning Centers (CCLC) School Sites.

-  Offered to internal HCPS candidates only.
-  This program is anticipated to run from October 2024 through May 2025.
-  This is a grant funded assignment to be in effect through June 30, 2026.
-  Grant funded assignments will be in effect as stipulated in the grant. Assignment continuation is contingent upon available grant funding.
-  Nita M. Lowery 21st Century Community Learning Centers Grant.
-  14 hours per week/3.5 hours per day

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY 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.

-  Arrives at school prior to student arrival and provides supervision until all students have been signed out or have departed by bus transportation.
-  Supervises staff and students in grades K-5 or grades 6-8 staff depending on school site location.
-  Coordinates and oversees all site-based program activities including:
 -  recruiting and registering students,
 -  helping to plan program activities,
 -  scheduling classes,
 -  supervising after school staff and enrichment partner staff,
 -  arranging transportation and meals,
 -  monitoring student behavior,
 -  working with partners to facilitate enrichment activities,
 -  supporting after school classes as needed.
-  Inventories and stores all program materials.
-  Makes any necessary phone calls regarding student absences and/or discipline issues.
-  Arranges for any necessary substitute coverage throughout the program.
-  Reviews lesson plans and enrichment activities to ensure connection to the state standards and what is taught during the school day.
-  Plans experiential learning activities for students.
-  Serves as the program liaison to the school principal and staff of 21st CCLC Program.
-  Assumes responsibility for the school building during after-school hours.
-  Coordinates and oversees 21st CCLC family engagement events.











-  Determines classrooms and class lists for after school teachers.
-  Develops daily grade level schedules.
-  Provides fiscal oversight and accountability for the purpose and coordination of services, supplies, and materials for the program.
-  Collaborates with internal and external personnel including administrators, vendors, facility managers, public agencies, and community members for the purpose of implementing and/or maintaining services and programs.
-  Maintains confidential manual and electronic files and records for the purpose of documenting activities, providing written references, and meeting mandated requirements.
-  Assists in the selection, supervision, and observation of program staff.
-  Coordinates after-school staff meetings, regular parent meetings and staff trainings for the purpose of identifying issues, gaining knowledge, providing information, and/or supporting site staff.
-  Schedules and attends regular meetings with school administration and staff to ensure the program is meeting expectations.
-  Attends grant required meetings and/or professional development.
-  Creates systems to gather data such as attendance and staff time sheets.
-  Monitors the overall enrollment and registration process for the program including the student waitlist.
-  Performs other work-related duties as assigned.

SALARY

The Salary shall be the daily per diem rate (1/190th) of the regular teacher's salary for the schedule effective July 1 of that year.
This daily rate will be prorated for the hours worked.

-  Full salary schedules can be found at the bottom of the Current Vacancies webpage <https://www.hcps.org/departments/humanresources/vacancies.aspx>
-  HCPS offers an expansive benefits package including individual and family medical, vision, dental, life insurance, retirement savings, pension, paid time off, and more.
-  For a complete list of benefits, please visit the Employment Benefits section of the Human Resources webpage:
<https://www.hcps.org/departments/HumanResources/Default.aspx>
-  For more information on holidays and paid time off, please refer to the Holidays and Leave Provisions sections of the HCEA-ESP Negotiated Agreement:
<https://www.hcps.org/boe/collectivebargaining.aspx>

TRAINING AND EXPERIENCE REQUIRED

-  Must be a tenured teacher within Harford County Public Schools.
-  Must hold an Advanced Professional Certificate.
-  CPR and First-Aid certification is preferred.
-  Able to work flexible hours that will include evening meetings, events, and/or work sessions as needed.
-  Demonstrated ability to develop, plan, and coordinate student programs.
-  Demonstrated ability to collaborate with multiple project partners to offer academic and enrichment classes to students and families.
-  Demonstrated organizational skills and ability to prioritize work.
-  Possess characteristics of an effective teacher.
-  Demonstrated planning, organizational, and leadership skills.
-  Excellent written and oral communication skills.

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. 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 is committed to providing an inclusive and welcoming environment for all employees and applicants. We adhere to the principles of equal opportunity in all aspects of employment and do not discriminate on the basis of race, color, national origin, sex (including pregnancy and related conditions, sexual orientation, and gender identity), religion, disability, age, genetic information, or any other characteristic protected by applicable federal, state, or local laws.

In accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964, the Board of Education of Harford County prohibits discrimination based on sex, race, color, national origin, religion, or any other protected characteristic in any program or activity it operates. The Board of Education of Harford County encourages applications from all qualified individuals.

Inquiries or concerns about your rights related to Title IX can be directed to our Title IX Coordinator, Dr. Eric Davis, at 102 South Hickory Ave, Bel Air, MD 21014, 410-588-5202, or TitleIX@hcps.org. Inquiries related to your rights under Title VI or Title VII can be directed to our Coordinator of Investigations, Ms. Renee McGlothlin, at 410-809-6087 or Renee.McGlothlin@hcps.org. Harford County Public Schools' non-discrimination policy can be accessed here: [NON-DISCRIMINATION POLICY: \(hcps.org\)](#) and found on the HCPS website under Board of Education Policies and Procedures. Harford County Public Schools' non-discrimination statement can be accessed here: [NON-DISCRIMINATION STATEMENT: \(hcps.org\)](#) and found on HCPS' homepage.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE