



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

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www.hcps.org

February 11, 2025

AN EQUAL OPPORTUNITY EMPLOYER

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.

ESY PROGRAM – BRAILLE TRANSCRIBER

Internal for HCPS Employees – Use this application to apply for ESY Programs

To assist teachers in the instructional program and coordinate activities for students with visual impairments.

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.

- Assists with the implementation of Individual Education Plans for students with visual impairments.
- Reinforces teachers instructional plans with individuals or small groups of students.
- Assists the teacher in the preparation of instructional materials.
- Reviews special assignments with students.
- Gives individual help to students.
- Assists teachers with testing programs.
- Assists teachers with field trips and assemblies.
- Assists with unique, special needs of students.
- Assists with teacher with clerical needs related to instruction.
- Transcribes materials from print to Braille and interlines Braille to print.
- Assists students in using Braille.
- Participates in staff development programs.
- Performs other work related duties as assigned.

REQUIREMENTS

- High School Diploma or GED.
- Strong verbal and interpersonal skills.
- Experience with children who are visually impaired.
- Workable knowledge of Braille Levels I and II.
- Ability to transcribe print to Braille proficiently.
- Ability to interline Braille to print proficiently.
- Ability to be certified by the Library of Congress.

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**. **Apply by March 10, 2025 for immediate consideration.**

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