



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.

SUMMER PROGRAM – INCLUSION HELPER Internal for HCPS Employees






To provide support and assistance to students with severe disabilities.

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; provides modifications and accommodations.
-  Facilitates student independence in the least restrictive environment.
-  Provides assistance to students to complete assignments; follows-up and reinforces activities.
-  Monitors student behavior and implements behavioral strategies and intervention plans.
-  Provides assistance with personal care needs including, but not limited to, lifting, transferring, feeding, and toileting.
-  Prepares instructional materials for students based on the direction of the teacher.
-  Charts data on student progress, as necessary.
-  Participates in professional development programs as assigned.
-  Performs other work-related duties as assigned.

REQUIREMENTS

-  High school diploma or minimum educational standard established through federal legislation.
-  Possess strong verbal and interpersonal skills.
-  Able to lift and transfer students weighing up to 40 pounds.
-  Experience working with students with disabilities preferred.
-  Specific skills as dictated by the needs of the students.

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