



Human Resources Office

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www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

February 26, 2025

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.

EXTENDED SCHOOL PROGRAM (ESY) – SITE COORDINATOR
Internal Applicants Only











The Site Coordinators for the Extended School Program (ESY) will take on the role of instructional leaders at regional ESY sites. They will collaborate with the Office of Special Education from March 4th to August 8th. The responsibilities of ESY site coordinators include supporting the review of student ESY documentation, contributing to program development, and acting as the main liaison to the selected school administration. Anticipate dedicating up to ten additional paid hours for program preparation before July 1st. Candidates are advised to refrain from scheduling vacations during the professional development ESY preparation days and throughout the program, with exceptions considered on a case-by-case basis.

ESY Professional Development Dates	<ul style="list-style-type: none"> ▪ July 7th – 8th: 8:00- 3:00 pm
ESY Date Range	<ul style="list-style-type: none"> ▪ July 9th - August 5th, 2025 ▪ (Mondays, Tuesdays, Wednesdays, and Thursdays)
Staff Duty Hours	<ul style="list-style-type: none"> ▪ Secondary: 9:15 – 1:00 p.m. ▪ Elementary: 7:45- 11:30 a.m.
Instructional Day	<ul style="list-style-type: none"> ▪ Secondary: 9:30 – 12:45 p.m. ▪ Elementary: 8:00- 11:15 a.m.






For additional information please contact Jeffrey Hoffman at 410-588-5334 or email jeffrey.hoffman@hcps.org.






ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE

These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. 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.

-  Attend all meetings or professional development associated with the identified program.
-  Work collaboratively with selected school Instructional Leadership Teams (ILT), nurses, and administrative support technicians to coordinate program operations.
-  Develop and communicate to the ESY staff all logistical procedures related to transportation, food service (if applicable), programming, and safety.
-  Determine student placement and instructional grouping.
-  Collect and compile student attendance.
-  Monitor ongoing data collection and progress monitoring of students.
-  Provide technical assistance with the Maryland Online IEP program and HCPS Special Education policies.
-  Complete and submit payroll for all program employees.
-  Organize, distribute, and inventory instructional materials, communication supports, assistive technology, and mobility aids.
-  Review, distribute, and collect student ESY folders.

REQUIREMENTS

-  Serve as a point of contact to families, Special Education teacher specialists, related service providers, and other professionals.
-  Support arrangement of substitutes.
-  Plan and coordinate program closing.
-  Support conditionally licensed and general education teachers servicing students during ESY.
-  Other duties as assigned.

-  Hold tenure.
-  Hold or be eligible for a Maryland Advanced Professional Certificate (APC).
-  Possess characteristics of an effective teacher.
-  Demonstrated 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: \(hcps.org\)](http://www.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: \(hcps.org\)](http://www.hcps.org) and found on HCPS' homepage.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE