



## Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

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

July 29, 2021

AN EQUAL OPPORTUNITY

### 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.

#### **JUDY CENTER PRE-KINDERGARTEN and KINDERGARTEN TUTOR** **The Judy Center at Magnolia Elementary School**

To organize and implement daily learning activities that provide children (4-6 year olds) with a variety of learning experiences for the purpose of increasing engagement, initiative, problem-solving skills, phonemic awareness, language and literacy skills as well as building self-esteem.

- *Grant funded assignments will be in effect as stipulated in the grant. Assignment continuation is contingent upon available grant funding.*
- *This is a grant funded assignment to be in effect through June 30, 2022.*

#### **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.*

- Develops tutorial sessions that reinforce skills and concepts that have been previously taught in the classroom.
- Delivers tutorial sessions that engage students in authentic learning experiences.
- Organizes and implements exercises and activities that support academic improvement.
- Provides students with positive feedback and reinforcement throughout tutoring sessions in order to promote positive self-esteem.
- Maintains all records required to document student's attendance and academic progress on taught skills.
- Provides feedback to the program manager about overall effectiveness of tutoring services.
- Performs other work-related duties as assigned.

#### **SALARY**

\$181.00 per day

#### **REQUIREMENTS**

- High School Diploma or GED.
- Experience working with early childhood aged children preferred.
- Excellent planning and organizational skills.
- Excellent interpersonal and oral/written communication skills.
- Proficient in the use of Microsoft Office Suite software and other computer related technology.

#### **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 may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to [Paula.Stanton@hcps.org](mailto:Paula.Stanton@hcps.org), or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

***AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE***