



Human Resources Office

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VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

April 14, 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.

11 MONTH TEACHER SPECIALIST – SPECIAL EDUCATION

Effective for the 2025-2026 School Year

School Location TBD

Four Positions Available:

(2) Elementary School, (1) Middle School, and (1) High School

To provide leadership, technical assistance, and support to special educators and general educators in meeting federal and state requirements, adapting curriculum, and designing and implementing specialized techniques to meet the needs of students with disabilities and struggling learners.

- *This is an 11-month (210 day) Teacher Specialist position.*
- *Teacher Specialists are required to work one additional hour per day beyond the teacher schedule.*
- *This position is eligible for the Teacher Specialist stipend.*

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.

-  Assists with development and implementation of specialized education programs for students with disabilities and struggling learners.
-  Provides support and technical assistance to special education teachers and staff to enable them to develop and implement Individual Education Programs for students with disabilities.
-  Provides modeling and support to school personnel related to the design and implementation of specially designed instruction.
-  Provides technical assistance on special education policies, processes, and procedures and on the implementation of IDEA.
-  Provides support and consultation on the Maryland On-Line IEP Program (MDOIEP) and participates in Individual Education Program (IEP) Team meetings, as appropriate.
-  Designs professional learning experiences for school personnel aligned with district and school initiatives, with an emphasis on promoting inclusive practices.
-  Supports the formation and progress monitoring of Tier 2 and 3 intervention groups.
-  Recommends and models, as appropriate, the use of evidence based instructional practices, high-quality instructional materials, technology, and high leverage teaching strategies.
-  Supports school personnel in monitoring for compliance with State and federal mandates.
-  Facilitates the transition of students with disabilities between school levels.

- Collaborates with school-based Instructional Leadership Team (ILT) and School Performance and Achievement (SPA) Team on strategies and initiatives aimed at improving student outcomes.
- Works with the Special Education Coordinators and data managers to generate data reports on student progress and compliance.
- Performs assessments, including assessments designed to measure student achievement, to assist in identifying educational disabilities and areas of need.
- Supports the creation and implementation of data collection systems to reflect student performance and to monitor progress.
- Demonstrates active leadership and models appropriate judgment as part of the school-based Instructional Leadership Team.
- Performs other work-related duties as assigned by the Department of Special Education.

SALARY

- This is an eleven-month position. Salary range based on the FY 2024-2025 HCEA Salary Schedule for Certificated Teacher Personnel. Starting Salary: \$63,249– Maximum Earnings Potential \$121,848.
- Certificated Teacher personnel are eligible to receive a \$2,352 first year stipend.
- Full salary schedules can be found at <https://www.hcps.org/departments/humanresources/vacancies.aspx>
- HCPS offers an expansive benefits package including 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: <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 Negotiated Agreement: <https://www.hcps.org/boe/collectivebargaining.aspx>
- FLSA: Exempt

TRAINING AND EXPERIENCE REQUIRED

- Master's Degree from an accredited college or university.
- Must hold or be eligible for a Maryland Advanced Certificate or Maryland Professional License with an endorsement in Special Education.
- Five years of successful teaching experience, preferably in Special Education.
- Knowledge and understanding of IDEA, COMAR and State testing requirements.
- Excellent written and oral communication skills.
- Demonstration of strong leadership, communication, and interpersonal skills.
- Competency with Office 365, and Maryland Online IEP.

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 for this vacancy until the position is successfully filled. **Candidates who apply by Wednesday, April 23, 2025, will receive 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