



## Human Resources Office

102 S. Hickory Avenue  
Bel Air, Maryland 21014  
410-588-5226 - [www.hcps.org](http://www.hcps.org)

AN EQUAL OPPORTUNITY EMPLOYER

## VACANCY ANNOUNCEMENT

**August 2, 2021**

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.

## SUPERVISOR OF THE TITLE 1, PART A GRANT

### POSITION SUMMARY:

To administer the Title I, Part A grant for Harford County Public Schools.

### DUTIES AND RESPONSIBILITIES INCLUDE

- Leads and manages all aspects of the Title I, Part A grant for Harford County Public Schools.
- Possesses knowledge of Title I components, regulations, and requirements in order to meet strict oversight and auditing requirements set forth by state and federal grantors, including current COMAR and EDGAR regulations.
- Creates, manages, and evaluates compliance controls and procedures to ensure grant compliance.
- Provides leadership, guidance, and support to the Superintendent of Schools for all matters related to Title I (annual eligibility, BOE inquires, parent inquires, etc.)
- Prepares, in consultation with parents, teachers, principals, and central office administrators, the annual Title I grant for approval by the Superintendent of Schools, the Board of Education of Harford County, and the Maryland State Department of Education.
- Coordinates active parent engagement in the Title I grant to enhance authentic participation and input by parents of Title I students.
- Ensures equity among all student groups served by the Title I grant.
- Represents HCPS as the Title I point-of-contact at the state and federal level and collaborates with other Maryland LEAs.
- Works collaboratively with school principals, school staff, central office personnel, and other stakeholders to ensure that school-based grant funds are being used effectively and efficiently for the benefit of the students.
- Manages the oversight of all financial grant matters, including final approval of all fiscal expenditures, budget creation, internal controls management, and internal auditing.
- Responsible for the on-going improvement and innovation of internal controls that enhance the fiscal strength and programmatic compliance of the grant.
- Ensures that all required grant timelines and deadlines are met.
- Directs the roles of the Title I office personnel, as well as regional Title I school-based personnel.
- Conducts the observation and evaluation process for all Title I teacher specialists.

### OTHER RESPONSIBILITIES

- Performs other work-related duties as assigned.

### SALARY

This is a twelve-month position with twenty (20) days of annual leave. Salary range based on the FY 2021-2022 Salary Schedule for APSASHC Salary Schedule for Administrative and Supervisory personnel.

- Grade 4 – Salary Range: \$115,793 - \$139,891

### REQUIREMENTS

- Master's degree from an accredited college or university.
- Must hold an Advanced Professional Certificate with an Administrator I endorsement.
- Five years of successful teaching and/or administrative experience.
- Thorough knowledge of Title I, Part A Grant regulations and requirements.
- Previous grant management experience (preferred).
- Excellent fiscal and accounting management skills.
- Excellent planning and organizational skills.
- Excellent interpersonal and oral/written communication skills.
- Proficient in the use of computer technology.

### HOW TO APPLY

Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at [www.hcps.org](http://www.hcps.org). If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.

### DEADLINE

Online applications will be accepted for this vacancy through **Friday, August 13, 2021.**

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.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

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