



## Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

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Email: [talentmanagement@hcps.org](mailto:talentmanagement@hcps.org)

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

## VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

July 1, 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.



















### MEDIA TECHNICIAN

#### Meadowvale Elementary School (.5 FTE) and Havre de Grace Elementary School (.5 FTE)


To perform library/media duties as designated by the school library media specialist.

#### 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.*

-  Performs special tasks in the acquisition and processing of book and non-book materials as directed by the library media specialist.
-  Performs duties at the circulation desk such as checking-out materials for students, printing and distributing overdue notices, collecting fines, preparing reserve and special collections, and updating the student databases.
-  Assists the school library media specialist with yearly inventory of print, non-print materials, and equipment.
-  Operates, schedules, and routes portable audio-visual equipment, video recorders, and television cameras.
-  Performs media production tasks, such as videotaping.
-  Schedules and reserves audio visual materials, retrieval system, and DVD's.
-  Assists the library media specialist with the security of the Library Media Center.
-  Operates library media automation programs and enters data for the programs.
-  Operates online database programs.
-  Assists students, individuals, and small groups in the use of reference tools, print, non-print, and online databases.
-  Assists the library media specialist in teaching individuals and small groups of students.
-  Performs special duties as assigned, including performing typing and computer duties accurately.
-  Processes book and audio-visual orders; packs and unpacks books and equipment.
-  Maintains equipment and submits equipment work orders online.
-  Assists in maintaining appearance of the media center.
-  Supervises student helpers.
-  Participates in student related activities, as needed.
-  Performs other work-related duties as assigned.

#### SALARY

-  This is a ten-month position. Salary range based on the FY 2025-2026 HCEA-ESP Salary Schedule for Technician Personnel. Starting Salary: \$32,675– Maximum Earnings Potential \$53,964.

## TRAINING AND EXPERIENCE REQUIRED

-  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>
-  FLSA: Non-Exempt
-  High school diploma or GED; associate of arts degree or sixty college credits beyond the high school diploma.
-  Experience with the use of Microsoft Office software programs.
-  Possess strong verbal, written, and interpersonal 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](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 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](mailto: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](mailto: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