



Human Resources Office

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www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

August 12, 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.

IN-SCHOOL SUSPENSION TECHNICIAN Magnolia Middle School

Monitors in-school suspension programs and assists classroom teachers

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.

- Collects assignments from teachers for students who have been assigned to in-school suspension.
- Monitors the in-school suspension program which will include a daily schedule for all subjects.
- Supervises students assigned to the program in order to ensure that students remain on task throughout the school day.
- Assists students in completing prepared programs which would include lessons on study skills and guidance components related to positive behavior and career education.
- Meets with parents of students who have been assigned to in-school suspension in order to review work that has been completed during the program.
- Assists teachers with students who have behavior problems.
- Performs other work-related duties as assigned.

SALARY

- This is a full-time 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. Those who are entering or returning to employment with Harford County Public Schools will begin on Step 1.
- Full salary schedules can be found at the bottom of the Current Vacancies webpage <https://www.hcps.org/departments/humanresources/vacancies.aspx>
- HCPS offers an expansive benefits package including individual and family 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 of the Human Resources webpage: <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-ESP Negotiated Agreement: <https://www.hcps.org/boe/collectivebargaining.aspx>

TRAINING AND EXPERIENCE REQUIRED

-  FLSA: Non-Exempt
-  High school diploma
-  Associate of Arts degree or sixty college credits
-  Excellent written and oral communication skills
-  Ability to work with students, parents, and school staff

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: \(hcps.org\)](#) 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