



## Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

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

September 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.

### SCHOOL-BASED COVID TESTING LIAISON

#### Bel Air High School

#### Internal Candidates Only

To assist school staff with instructional programs, activities, and personal needs of students.

#### 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.*

- Serves as the school representative/liaison during after-school Covid screening testing program between the testing vendor, school personnel and students.
- Monitors or audits attendance to ensure student testing compliance.
- Communicates to the appropriate after-school program personnel (athletics or fine arts) if students are not in compliance with the testing program.
- Work Schedule
  - One day per week (TBD)
  - Up to 3-4 hours on assigned testing day (all hours are after the duty day and typically starting immediately after the instructional day concludes)
    - specific times to be determined by the school administration
    - i.e., 2:30 – 6:30
  - Starting week of November 15, 2021
    - Paid training will be provided prior to official start date.

#### SALARY

- HCEA - paid at \$25 per hour negotiated rate
- HCEA-ESP, AFSCME – paid hourly per diem rate of pay. Any hours worked beyond 40 hours per week (in combination with regular HCPS assignment) will be compensated at time and one-half.

#### REQUIREMENTS

- All internal employees are eligible to apply including interested candidates from HCEA, HCEA-ESP and AFSCME represented bargaining units.
- Basic Excel skills
- Email proficiency
- Maintain confidentiality
- Excellent communication skills
- Excellent organizational 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 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, 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***