

10910 Clarksville Pike • Ellicott City, Maryland 21042 • 410-313-6600 • [www.hcpss.org](http://www.hcpss.org)

## **Elementary Classroom Teacher**

### **DESCRIPTION**

Under the direction of the school principal, plan and provide for appropriate learning experiences for students. Provide an atmosphere and environment conducive to the intellectual, physical, social and emotional development of individuals to ensure success for every student. Develop, select and modify instructional plans and materials to meet the needs of all students. Monitor and evaluate student outcomes. Communicate and interact with students, parents, staff and the school community. Maintain appropriate records and follow required procedures and practices. Monitor appropriate use and care of equipment, materials and facilities.

### **ESSENTIAL JOB FUNCTIONS**

- Plan and implement instructional programs that adhere to system-wide goals and priorities and meet the needs, interests and abilities of students.
- Prepare and document appropriate lesson plans for classes assigned, based upon HCPSS curricula, to achieve instructional objectives.
- Create an instructional environment that is conducive to the intellectual, physical, social and emotional development of students.
- Guide the learning process toward the achievement of curriculum goals.
- Establish learning objectives consistent with student needs, requirements of the HCPSS curriculum framework, and knowledge of human growth and development.
- Create a classroom environment that supports student engagement in the learning process, enabling each student to achieve academic success.
- Provide an instructional program to meet the needs of all students including students with disabilities.
- Refer students for appropriate specialized support as needed.
- Plan for and utilize instructional methods, resources and evaluation techniques that motivate and enable each student to achieve the applicable learning objectives.
- Provide input when necessary to student Individualized Education Programs (IEPs).
- Take all necessary safety precautions to protect students, equipment, materials and facilities.
- Maintain accurate and complete records as required by law, HCPSS policy and administrative regulation.
- Assist the administration in implementing all policies and rules governing student life and conduct.
- Develop reasonable rules of classroom behavior and procedure and maintain order in the classroom in a fair and just manner.
- Communicate standards, achievements and areas for improvement to students and parents.
- Provide timely and meaningful feedback to parents and students.

- Make provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Plan and oversee purposeful assignments for paraeducators, student assistants, and/or classroom volunteers.
- Provide input on paraeducator and/or student assistants' job performance as requested.
- Establish relationships with administrators, colleagues, students, parents and the school community that reflect recognition of and respect for every individual.
- Appraise his/her own effectiveness and demonstrate successful application of skills and information acquired to increase effectiveness.
- Participate in and share responsibility for the safe and orderly operation of schools.
- Attend staff meetings and serve on staff committees when required or requested to do so under reasonable terms.

The above list represents a summary of the essential job functions, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Understanding of the teaching/learning process.
- Knowledge of curriculum and effective instructional practices.
- Ability to provide instruction that reflects multiple perspectives and multicultural education.
- Ability to work collaboratively with administrators, colleagues, central office and school-based staff, students, parents and community members.
- Excellent oral and written communication skills.
- Outstanding human relations skills.
- Ability to effectively incorporate technology into the delivery of instruction.
- Ability to properly maintain confidential information.

### **MINIMUM EDUCATION, TRAINING AND EXPERIENCE**

Bachelor's degree in applicable field of education from an accredited college or university.

### **REQUIRED LICENSES AND CERTIFICATIONS**

Maryland state teacher certification with applicable endorsements.

### **SALARY**

The salary for this 10-month position will be based on the teacher's salary scale (<http://www.hcpss.org/employment/agreements.shtml>). The salary range is \$47,351-\$82,811. Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

### **APPLICATION**

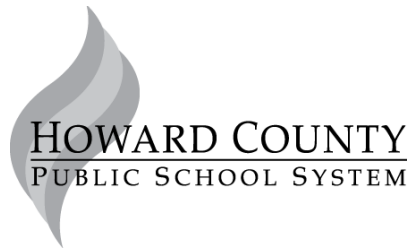
Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors

### **ADDITIONAL INFORMATION**

There will be a pre-screening of applicant credentials before inviting candidates in for an interview. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

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## Secondary (Grades 6-12) Teacher

### DESCRIPTION

Under the direction of the school principal, plan and provide for appropriate learning experiences for students. Provide an atmosphere and environment conducive to the intellectual, physical, social and emotional development of individuals to ensure success for every student. Develop, select and modify instructional plans and materials to meet the needs of all students. Monitor and evaluate student outcomes. Communicate and interact with students, parents, staff and the school community. Maintain appropriate records and follow required procedures and practices. Monitor appropriate use and care of equipment, materials and facilities.

### ESSENTIAL JOB FUNCTIONS

- Plan and implement instructional programs that adhere to system-wide goals and priorities and meet the needs, interests and abilities of students.
- Prepare and document appropriate lesson plans for classes assigned, based upon HCPSS curricula, to achieve instructional objectives.
- Create an instructional environment that is conducive to the intellectual, physical, social and emotional development of students.
- Guide the learning process toward the achievement of established curriculum goals.
- Establish learning objectives consistent with student needs, requirements of the HCPSS curriculum framework, and knowledge of human growth and development.
- Create a classroom environment that supports student engagement in the learning process, enabling each student to achieve academic success.
- Provide an instructional program to meet the needs of all students, including students with disabilities.
- Refer students for appropriate specialized support as needed.
- Plan for and utilize instructional methods, resources and evaluation techniques that motivate and enable each student to achieve the applicable learning objectives.
- Provide input when necessary to student Individualized Education Programs (IEPs).
- Take all necessary and safety precautions to protect students, equipment, materials and facilities.
- Maintain accurate and complete records as required by law, HCPSS policy and administrative regulation.
- Assist the administration in implementing all policies and rules governing student life and conduct.
- Develop reasonable rules of classroom behavior and procedure and maintain order in the classroom in a fair and just manner.
- Communicate standards, achievements and areas for improvement to students and parents.
- Provide timely and meaningful feedback to parents and students.

- Make provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Plan and oversee purposeful assignments for paraeducators, student assistants, and/or classroom volunteers.
- Provide input on paraeducator and/or student assistants' job performance as requested.
- Establish relationships with administrators, colleagues, students, parents and the school community that reflect recognition of and respect for every individual.
- Appraise his/her own effectiveness and demonstrate successful application of skills and information acquired to increase effectiveness.
- Participate in and share responsibility for the safe and orderly operation of schools.
- Attend staff meetings and serve on staff committees when required or requested to do so under reasonable terms.

The above list represents a summary of the essential job functions, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Understanding of the teaching/learning process.
- Knowledge of applicable subject area(s).
- Knowledge of curriculum and effective instructional practices.
- Ability to provide instruction that reflects multiple perspectives and multicultural education.
- Ability to work collaboratively with administrators, colleagues, central office and school-based staff, students, parents and community members.
- Excellent oral and written communication skills.
- Outstanding human relations skills.
- Ability to use email to effectively communicate with parents and colleagues.
- Ability to effectively incorporate technology into the delivery of instruction.
- Ability to properly maintain confidential information.

## **MINIMUM EDUCATION, TRAINING, AND EXPERIENCE**

Bachelor's degree in applicable field of education from an accredited college or university.

## **REQUIRED LICENSES AND CERTIFICATIONS**

Maryland state teacher certification with applicable endorsements.

## **SALARY**

The salary for this 10-month position will be based on the teacher's salary scale (<http://www.hcpss.org/employment/agreements.shtml>). The salary range is \$47,351-\$82,811. Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

## **APPLICATION**

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors

### **ADDITIONAL INFORMATION**

There will be a pre-screening of applicant credentials before inviting candidates in for an interview. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

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## Paraeducator

### DESCRIPTION

The person in this position works under the general supervision of the principal or assistant principal, and with the direct supervision from a teacher, the Paraeducator provides assistance to students in small groups or in a one-to-one format throughout the school day. Assignments may include working with individuals and/or small groups of students. This person performs clerical work as assigned. Performance is evaluated periodically.

**Under the Fair Labor Standards Act, this position is not exempt from overtime.**

### ESSENTIAL JOB FUNCTIONS

- ✓ Provides academic assistance to students as directed in one-to-one or in small groups
- ✓ Provides clerical support to teachers and other professional staff
- ✓ Assists teachers in preparation of instructional materials
- ✓ Assists supervisors and monitors students throughout the school day
- ✓ Performs other duties as assigned.

This job description is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

### EXAMPLES OF WORK

- ✓ Assists teachers in implementing lesson plans and in preparing instructional materials and learning centers
- ✓ Works with individual and small groups of students
- ✓ Prepares bulletin boards
- ✓ Keeps track of individual student performance
- ✓ Checks papers
- ✓ Operates various office machines
- ✓ Works effectively with students including safely escorting and monitoring transitions throughout the school day and upon arrival and departure in the cafeteria and/or on the playgrounds
- ✓ Conducts lunch count and collects lunch money
- ✓ Locates and prepares learning resource equipment and materials
- ✓ Provides instructional support in computer laboratories and laboratory instruction for students
- ✓ Performs various clerical functions to include operating a computer, recordkeeping and attendance
- ✓ Assists with media resources to include the operation of audio-visual equipment and making of transparencies
- ✓ Participates in faculty discussions and planning
- ✓ Reads, tells and records stories

## **EXAMPLES OF WORK – Continued**

- ✓ Schedules parent-teacher conferences and time for parent volunteers to assist in the classroom
- ✓ Assists on field trips
- ✓ May be required to supervise students in transit on bus
- ✓ Performs other duties as assigned.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- ✓ Ability to maintain confidentiality when discussing students' progress and concerns with staff
- ✓ Ability to communicate clearly and concisely in both written and oral form
- ✓ Ability to remain calm under trying circumstances
- ✓ Ability to reinforce lesson plans to support the educational program for student(s)
- ✓ Ability to follow directions from the teacher, which may include reinforcing instruction presented by the teacher
- ✓ Ability to provide personal attention to students on an individual basis
- ✓ Ability to work with small groups of students and assist with instruction
- ✓ Ability to discuss problems affecting students' progress and with the teacher and, if so directed, with other professional staff
- ✓ Ability to carry out assignments to completion
- ✓ Ability to perform clerical work
- ✓ Possess basic knowledge of technology and keyboarding to support student learning
- ✓ Ability to demonstrate strong human relations skills
- ✓ Ability to have strong, positive communication and interaction skills when dealing with co-workers, students, administrators, parents and/or the community
- ✓ Ability to attend professional development sessions during the work day
- ✓ Perform other duties as assigned.

## **MINIMUM EDUCATION, TRAINING AND EXPERIENCE**

High school diploma or equivalent.

## **REQUIRED LICENSES AND CERTIFICATES**

None

## **OTHER DESIRABLE QUALIFICATIONS**

Previous experience working with children.

Demonstrated patience, initiative and enthusiasm to work with students of all ages.

Eagerness to work with students of all ages.

Initiative and ingenuity.

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The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation