

## **Resource Teacher, Apprenticeship Maryland**

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [\*Strategic Call to Action\*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

This position has an anticipated start date during the 2023-2024 school year. Educators currently under contract with another Maryland school district are responsible for verifying whether they would be released without prejudice if selected for this non-supervisory position. Please see the Employment Information section of this announcement for additional information.

### **DESCRIPTION**

Under the direction of the Coordinator of Career and Technical Education (CTE), the Resource Teacher for Apprenticeship Maryland will provide leadership to support the school system's mission to ensure all students are College and Career Ready in an inclusive and nurturing environment that closes opportunity gaps. The Resource Teacher has the primary responsibility for coordinating, implementing, and monitoring student Apprenticeships and Apprenticeship opportunities for the Howard County Public School System.

The expansion of Apprenticeship opportunities for students is a requirement of the Blueprint for Maryland Schools and it is key to ensuring that a minimum of 45% of all graduates complete an Apprenticeship or earn an Industry Recognized Credential (IRC) by School Year 2030-2031. The Resource Teacher will also support other programs and initiatives within the CTE Program and the Department of Program Innovation and Student Well-Being.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Establishes partnerships, program advisories, and resources to give students access and opportunities for apprenticeship and work-based learning placements.
- Develops and maintains contacts within the community for apprenticeship and work-based learning student placement at worksites including new mentor orientations and initial worksite visits.
- Assists with the identification and implementation of related instruction for each apprenticeship opportunity.
- Provides program outreach to schools, students, community and business partners.
- Assists and advises in monitoring student progress to ensure student success.
- Assists, develops, and implements Canvas modules and assignments.
- Assists with teacher, student and business/community membership and implementation of the HCPSS CTE Program Advisory Committees (PAC) and Local Advisory Council (LAC) and other community leadership opportunities.
- Works cooperatively with students and parents in preparation of apprenticeship and/or work-based learning experiences by coordinating parent and student orientation sessions, individual student conferencing, sexual harassment seminars, and completion of Student Placement Contracts and other required supplemental documentation as needed.
- Coordinates student conferences and other outreach activities as approved by the program Coordinator.

- Supports the program Coordinator in design and implementation of the apprenticeship and work-based learning programs in HCPSS at home high schools, the Applications and Research Laboratory, and summer school programs.
- Supports the program Coordinator in representation of CTE program in various leadership opportunities.

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

### **MINIMUM QUALIFICATIONS**

**Applicants must meet all of the following qualifications listed below to be considered for the vacancy.**

#### **Education:**

- Bachelor's degree from an accredited college or university.

#### **Certification:**

- Hold a current Maryland State Department of Education professional educator certificate.

#### **Experience:**

- Three (3) years of experience as a certificated educator at the secondary level supporting instruction in a Career and Technical Education Career Academy or Program of Study.
- One (1) year of experience in a leadership role or experience leading beyond the classroom.

### **PREFERRED QUALIFICATIONS**

- Master's degree from an accredited college or university in education or a related field.
- Five (5) years of secondary teaching experience in a Career and Technical Education Career Academy or Program of Study.
- Two (2) years of experience and/or a combination experience with the following:
  - Collecting data and monitoring student work-based learning or apprenticeship experiences.
  - Developing curriculum and assessments.
  - Developing and facilitating professional learning for teachers.
  - Working with community partners, families, and students to plan and facilitate school-based initiatives.
  - Working with technology to include web-based productivity and collaboration tools such as Microsoft Office Suite, Google Suite, learning management systems (Canvas), student information systems (Synergy), or data warehouse systems (Hoonuit).

### **SELECTION REQUIREMENTS**

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based upon your education, training, and experience as they relate to the requirements and preferred qualification of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

### **EMPLOYMENT INFORMATION**

This is an 11-month per year position in the Howard County Educators Association (HCEA) employee bargaining unit. The current salary range for this position is on the 11-Month Teachers scale. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA Master Agreement. Under the Fair Labor Standards Act, this position is exempt from overtime. **This is a grant-funded position for the 2023-2024 school year.**

### **APPLICATION REQUIREMENTS**

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

**Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.** 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.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts, educator certificate) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact: [recruitmentinquiries@hcpss.org](mailto:recruitmentinquiries@hcpss.org)

### ***Equal Opportunity Employer***

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.