

Judy Center Resource Teacher

This is a *grant-funded* position starting on or about 1/2/25

The Howard County Public School System (HCPSS) is one of the top 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/>.

DESCRIPTION

Under the direction of the Judy Center Program Manager and the Early Childhood Programs Coordinator, the Judy Center Resource Teacher supports service coordination and compliance oversight of the Judith P. Hoyer Early Learning Program. The Judy Center Resource Teacher works with the Judy Center Family Service Worker and Judy Center Program Manager to maintain accurate and complete data records for reporting purposes and assists with planning, implementing, monitoring, and hosting early childhood programs and services for children and families to address the component standards for the Judith P. Hoyer Early Learning Program and Maryland State Early Learning Standards. The Judy Center Resource Teacher works closely with school leadership, staff, families, and community partners to achieve the five component standards of the Judy P. Hoyer Early Learning Program to address school readiness needs for the school community.

ESSENTIAL POSITION RESPONSIBILITIES

- Works closely with the principal/school leaders, teachers, and staff regarding high quality programming in early childhood.
- Plans and provides program enhancements and enrichments in early childhood for the community and families.
- Plans and leads playgroups and instructional learning groups for children 0-5 and their families.
- Assists with implementing the components of a well-defined Judith P. Hoyer Early Learning Program.
- Attends site-based Steering Committee meetings, state-wide Judy Center meetings, annual leadership meetings, advisory boards, conferences, and other meetings as determined by the Program Manager.
- Maintains policies and procedures related to the Judith P. Hoyer Early Learning Program.
- Attends service coordination meetings with internal and external stakeholders, including, but not limited to Early Intervention Services, Health Department, and Head Start to ensure wrap around services are being provided and no duplication of services are occurring.
- Records/tracks referrals while assigning staff and community partners for service and follow up.
- Participates in continuous professional development to expand skills and knowledge related to working with families of young children and teaching children 0-5.

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.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

- Demonstrated knowledge of the Maryland Early Learning Standards.
- Demonstrated knowledge of skills and experience related to Early Childhood, including family engagement, community outreach, adult education and/or school readiness.

- Demonstrated experience and success as a member of a collaborative team responsible for planning and implementing educational programs.
- Demonstrated skills in effective human relations and in oral and written communications.
- Knowledge and experience of early childhood and adult education best practices and community outreach.
- Knowledge of school readiness measures.
- Experience in developing and providing staff, community, childcare, and/or parent training workshops.
- Ability to maintain confidentiality, poise, and sensitivity.
- Ability to work independently and demonstrate initiative in carrying out position duties and responsibilities
- Computer proficiency including working knowledge of Google and/or Microsoft applications, and other related online tools.

MINIMUM QUALIFICATIONS

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

Education:

- Hold a Bachelors degree, or higher, from an accredited college or university.

Certification:

- Hold a current Maryland State Department of Education professional educator certificate or license with the Early Childhood Education or Special Education Infant/primary Birth – Grade 3 endorsement.

Experience:

- Three (3) years of teaching experience working as a teacher at the Preschool, Pre-K, or kindergarten level.
- One (1) year of leadership duties, responsibilities, or experience.

PREFERRED QUALIFICATIONS

- Master's degree from an accredited college or university in Early Childhood Education, Curriculum and Instruction, or a closely related field.
- One (1) year of experience designing and delivering professional learning opportunities (e.g., school and district wide).
- One (1) year of experience in collaborating with students, teachers, administrators, other professional staff, parents, and community members.
- Effective bilingual communication skills (Spanish/English).
- Experience with budget development, grant writing, grant monitoring, and management of staff.
- Experience with the Judith P. Hoyer Early Learning Program or similar program experience (e.g. Head Start, Family Support Center, etc.).

SPECIAL REQUIREMENTS

Ability to work some evenings and weekends. Flexible hours may be used.

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications 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.

EMPLOYMENT INFORMATION

This is an 11-month per year position in the Howard County Educators Association (HCEA) employee bargaining unit. **This position is grant-funded through August 31, 2025. Continuation of employment beyond that date will be contingent upon additional funding.** The current salary range for this position is on the 11-Month Teacher Salary Scale, \$69,404 - \$126,199. Actual step 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.

This position has an anticipated start date during the current school year. Applicants currently under contract with another Maryland school district are responsible for verifying whether they would be released without prejudice if selected for this position.

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 that 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) required to verify that you meet the minimum qualifications.

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).

For questions regarding this vacancy, please contact 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.
