



AN EQUAL OPPORTUNITY EMPLOYER

HARFORD COUNTY PUBLIC SCHOOLS

Human Resources Office
102 S. Hickory Avenue, Bel Air, Maryland 21014
Telephone 410-588-5226
www.hcps.org

**ELEMENTARY SCHOOL ASSISTANT PRINCIPAL (12-MONTH)
Re-Advertisement**

This advertisement will be used to create a pool of candidates to fill positions that become available for the 2010-2011 school year. The pool will be active through December 31, 2010. Harford County Public Schools reserves the right to re-advertise and modify content of this announcement at any time. However, it is important to note that this may be the only advertisement for this position during the aforementioned period.

**DUTIES AND
RESPONSIBILITIES
INCLUDES:**

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.

- participates with the principal and other leadership personnel in the management of the school
- assumes the responsibility of the school in the absence of the principal
- assists the principal and other leadership personnel in developing, implementing, and evaluating the instructional program and staff development activities
- uses a variety of data to support school improvement initiatives and the implementation of Professional Learning Communities
- supports the leadership in analyzing student achievement data to improve instruction in the classroom
- participates with the principal and instructional personnel in staff observations, evaluations, and follow-up conferences
- assists with the maintenance of inventories and the ordering and distribution of supplies and materials
- assists in the management of school fund accounts and the educational budget
- assists in the maintenance of student and personnel records
- obtains and orients substitute teachers
- participates with other leadership personnel in conferences with students, teachers, parents, and other community members
- assists in student disciplinary matters and helps insure a safe and orderly school
- meets with students, parents, and staff for the purpose of interpreting and administering school and system policies and programs
- shares responsibility for the direction of the activities program, school calendar, clubs, and assemblies
- develops further his/her own professional abilities and those of the school staff
- articulates the goals of the Board of Education and demonstrates an understanding of the Harford County Public School's Strategic Plan

- accepts the shared responsibility for the achievement of students
- demonstrates an ability to master the technical skills inherent in the position
- advocates a child-centered approach to school and student management
- provides authentic feedback to the principal regarding the operation of the school
- supervises evening and after school activities, as needed
- performs other duties as required or assigned

This is a twelve-month position with 20 days annual leave. Beginning Salary: based on 2009-2010 Administrative Salary Scale - \$92,298 (Position Group E).

REQUIREMENTS:

- Master's degree from an accredited college or university
- Maryland Advanced Professional Certificate endorsed in elementary education
- Hold or be eligible for a MSDE Administrator I certificate at the time of application
- Five years of successful classroom teaching experience
- Documentation of a minimum of three equivalent years of experience in related leadership roles
- Documentation of effective experience as a 10-month assistant principal
- Exemplary performance evaluations/references
- Evidence of excellent organizational, human relations, instructional, and curriculum methodology skills and experience

PREFERRED:

Knowledge and skill with instructional and administrative technology software and equipment.

APPLICATION:

Individuals meeting the employment qualifications for the position and desiring to be a candidate may obtain an application from our web site, www.hcps.org, any of the Harford County Public Schools, or from the Human Resources Office at 102 S. Hickory Avenue, Bel Air, MD 21014.

Applicants who are not employees of the Harford County Public Schools must include proof of eligibility for Administrator I certification **at the time of application in order to be considered.**

All applications will be considered and pre-screened. Selected applicants will be invited for interviews. Previous applicants must reapply.

DEADLINE:

Applications must be received in the Human Resources Office no later than 4:00 p.m. on Thursday, April 1, 2010.

March 18, 2010

The Harford County Public School System does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, marital status, genetic identification, political affiliation, or disability in matters affecting employment or in providing access to programs to employees. Inquiries related to the policies of the Board of Education of Harford County should be directed to the Manager of Communications at 410-588-5203.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE