

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

ASSISTANT PRINCIPAL – 12 MONTH

This advertisement will be used to create a pool of candidates to fill positions that become available for the 2012-2013 school year for elementary, middle and high school assistant principal. Candidates selected for the pool will remain active in the pool through June 30, 2015. Harford County Public Schools reserves the right to re-advertise and modify content of this announcement at any time. Note: This may be the only advertisement for this position during the aforementioned period.

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.

- 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.
- Utilizes 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 Master 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 work-related duties as required or assigned.

SALARY:

This is a twelve-month position with 20 days of annual leave. Beginning salary based on 2011-2012 Administrative Salary Scale - \$92,298 (Position Group E).

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REQUIREMENTS:

- Master's degree from an accredited college or university.
- Hold or be eligible for a Maryland Advanced Professional Certificate endorsed in elementary or secondary education.
- Hold or be eligible for a Maryland Advanced Professional endorsed as an Administrator 1 at the time of application.
- Five years of successful teaching experience, preferably at the same student level as the applied for position.
- Documentation of a minimum of three equivalent years of experience in related leadership roles.
- Exemplary performance evaluations/references.
- Evidence of excellent organizational, human relations, instructional, and curriculum methodology skills and experience.
- Demonstrated knowledge and skill with instructional and administrative technology software and equipment.

APPLICATION:

Applications are accepted online only at www.hcps.org. If you have problems or questions using our online application, contact the Human Resources Office at 410-588-5225.

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

All applications received by the initial consideration date will be pre-screened. Selected applicants will be invited for interviews.

DEADLINE:

Vacancy announcement remains open until filled. For immediate consideration, applications must be submitted online no later than 4:00 p.m. on January 13, 2012.

December 22, 2011

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 for 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