

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

### PRINCIPAL

*(REVISED – NOTE SALARY CLARIFICATION)*

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 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.*

- Provides effective leadership in the total operation of the school.
- Implements practices, based on data, to address student achievement related to state assessments.
- Initiates and maintains an effective, well-balanced instructional program.
- Utilizes a variety of data to provide leadership to school improvement planning and the implementation of Professional Learning Communities.
- Ensures that staff analyze student achievement data and use that data to improve instruction in the classroom.
- Oversees the managing of the collection, expenditures, and accounting of school funds.
- Requires and obtains a high level of performance from all personnel assigned to the school.
- Assumes the primary responsibility for hiring, assigning, supervising, assisting, and evaluating personnel, including administrative personnel who are direct reports.
- Collaborates with instructional personnel to provide leadership and facilitate staff development and evaluation of the instructional program.
- Determines through appropriate involvement, the needs of the students and the desires of the community and of the staff.
- Develops further his/her own professional abilities and those of the school's staff.
- Provides instructional leadership and facilitates professional development.
- Demonstrates active leadership and good judgment in working with all staff members concerning the problems and opportunities of a middle school.
- Provides leadership to and opportunities for effective community participation in the school.
- Establishes a safe and orderly school environment that is conducive to learning by all students.
- Plans for and maintains a school in which student behavior is positive, well-controlled, and constructive, applying appropriate disciplinary measures.
- Develops and conducts ongoing programs and activities of information, communication, and public relations which focus on improvement of student achievement.
- Supports the concept of shared leadership with the staff and school community.
- Utilizes a variety of data to develop a school development plan and strategies that will enhance the academic success of all students.
- Assures that positive attitudes toward students and others are cultivated and that effective skills in human relations are developed and practiced.
- Carries out the policies of the state and the county Boards of Education and the laws of Maryland.
- Articulates the goals of the Board of Education and demonstrates and understanding of the Harford County Public School's Master Plan.
- Accepts responsibility for achievement of students.

- Accepts responsibility for the professional development of aspiring assistant principals under his/her charge.
- Advocates a child-centered approach to school and student management and extends that expectation to administrators and staff.
- Intentionally seeks authentic feedback from various segments of the school community regarding the operation, performance, and image of the school.
- Effectively manages all school budgets and allocates appropriate resources.
- For secondary principals - Provides an effective program of extracurricular student activities.
- Performs other work-related duties as required or assigned.

**SALARY:**

This is a twelve-month position with 20 days of annual leave. Beginning salary is based on the 2011-2012 Administrative Salary Scale.

Elementary School Principal (Grade H) \$100,857

Middle School Principal (Grade I) \$103,883

High School Principal (Grade J) \$106,999

**REQUIREMENTS:**

- Master's degree from an accredited college or university.
- Hold or be eligible for a Maryland Advanced Professional Certificate endorsed as an Administrator II at the time of application. Current principals must have valid Principal's certificate from the state where they are employed. Maryland candidates not currently in a principalship must have qualifying School Leaders Licensure Assessment (SLLA) score.
- Five years of successful teaching experience.
- Three years of successful administrative experience preferably at the same student level as the applied for position.
- Exemplary administrative performance evaluations.
- Outstanding references relative to demonstrated knowledge of current instructional and curricular methodologies.
- Demonstrated outstanding interpersonal communication skills with the ability to work with persons with diverse backgrounds.
- Demonstrated knowledge and skill with instructional and administrative technology software and equipment.

**APPLICATION:**

Applications are accepted online only at [www.hcps.org](http://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  
Revised January 9, 2012

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*