

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

### SECONDARY SCHOOL ASSISTANT PRINCIPAL – 10 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 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.*

- Assumes, under close supervision, all responsibilities of the administrator to who assigned for training.
- Assists in the monitoring and improvement of teacher performance through observing, recording, and reporting on teacher performance.
- Evaluates instruction within classrooms, assesses the effectiveness of the instructional program, and initiates improvements as appropriate.
- Evaluates instructional materials and recommends the most appropriate items available for the purpose of facilitating effective instruction.
- Promotes the active involvement of teachers in curriculum development and implementation.
- Assists in providing curriculum coordination and balance.
- Assists in the articulation and coordination of the educational program.
- Assists in the effective use of the principles and processes of school-based instructional decision making.
- Participates with the principal in developing and implementing school policies.
- Assumes responsibility for the school in the absence of the principal and other assistant principal.
- Participates in planning and revising the school handbook and other school publications.
- Assists in maintaining a safe and orderly school environment that is conducive to learning by all students.
- Assists in assigning and supervising the performance of personnel.
- Assists in the development of the master schedule for the school.
- Assists with inventories and with ordering and distribution of supplies.
- Develops knowledge in the administration and organization of business affairs, especially the development of school budgets.
- Assists in the maintenance of required forms and student records.
- Assists in coordinating the use, maintenance, security, and repair of the school building equipment and grounds.
- Assists in planning, evaluating, and leading faculty, departmental, grade-group, and/or parent meetings.
- Initiates and maintains appropriate communication with parents.
- Assists in the organization and coordination of transportation.
- Assists in the administration and supervision of the cafeteria.
- Assists in obtaining and orienting substitute teachers.
- Assists in coordinating activities of the various school advisory committees and the parent-teacher organization.
- Assists teachers, where necessary, in becoming sensitive to the needs, interests, and feelings of students.
- Assists in grouping and assigning students to classes.
- Assists in student disciplinary matters

- Assists in the direction of an effective guidance program.
- Thoroughly understands all school-based student services.
- Shares responsibility for the direction of the activities program, school calendar, athletics, clubs, and assemblies
- Assists in interpreting grading policies for students and in reading report card comments.
- Participate in all systemically identified Professional Development Days and activities.
- Assists in the supervision of after school activities.
- Participates in appropriate tiered professional development activities that increase leadership skills over a three year period.
- Performs other work-related duties as assigned

High school Assistant Principals will receive a \$1500 stipend annually for extra-duty supervision.

Secondary school ten-month assistant principals work twenty additional days beyond the normal school year for teachers.

**SALARY:** Beginning salary based on 2011-2012 Administrative Salary Scale - \$78,930 (Position Group A).

**REQUIREMENTS:**

- Master's Degree from an accredited college or university
- Maryland Advanced Professional Certificate endorsed in elementary or secondary education
- Hold or be eligible for a Maryland Advanced Professional Certificate endorsed as an Administrator I 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 two 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.
- Knowledge and skill with instructional and administrative technology software and equipment preferred.

**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 I 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***