



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

VACANCY ANNOUNCEMENT

May 2, 2024

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

SUPERVISOR OF MATHEMATICS

Office of Curriculum, Instruction and Assessment

Position Effective July 1, 2024

To provide administrative, instructional, and programmatic leadership for PreK-12 mathematics.

DUTIES AND RESPONSIBILITIES INCLUDE

- Provides leadership for a comprehensive, coherent, and effective PreK-12 mathematics program.
- Initiates and coordinates curriculum and assessment development, implementation, and evaluation for the preK-12 mathematics program
- Participates in the teacher appraisal process for mathematics teachers in conjunction with school-based Instructional Leadership Teams.
- Plans, conducts, and evaluates professional development to promote and support the implementation of high-quality mathematics instruction.
- Works collaboratively with the Office of Human Resources and school-based Instructional Leadership Teams to recruit, select, and place mathematics teachers.
- Evaluates course specific instructional materials and technology and assists schools in selecting and purchasing appropriate instructional materials.
- Serves as Harford County Public Schools liaison to the Maryland State Department of Education, Harford Community College, and other agencies and groups pertaining to all mathematics-related issues.
- Makes recommendations regarding mathematics policies, administrative guidelines, programs, and resources.
- Prepares and presents reports about programs related to mathematics under the direction of the Executive Director for Curriculum, Instruction, and Assessment.
- Maintains personal content expertise and knowledge of current research and best practices in mathematics curriculum, instruction, and assessment.
- Participates in the acquisition, utilization, and evaluation of grants to support mathematics education.
- Supervises and evaluates the duties, activities and performance of assigned personnel.

OTHER RESPONSIBILITIES

- Performs other work-related duties as assigned.

SALARY

This is a twelve-month position with twenty (20) days of annual leave. Salary range based on the FY 2023-2024 APSASHC Salary Schedule for Administrative and Supervisory Personnel.

- Grade 4 Salary Range: \$129,121 – \$155,992

REQUIREMENTS

- Hold or be eligible for an Advanced Professional Certificate endorsed in mathematics.
- Hold or be eligible for Administrator I endorsement.
- Five years successful teaching and/or administrative experience.
- Proficient in the use of computer technology including Microsoft Office and a variety of educational technology including curriculum management systems and teacher observation and evaluation platforms.
- Experience working with data collection, analysis and interpretation in an educational setting.
- Strong content knowledge and experience in the area of mathematics, as well as instructional pedagogy and adult learning theory.
- Excellent planning, organization, and communication skills.
- Exemplary interpersonal and human relations skills.

- Demonstrated leadership, management, and organizational skills.
- Demonstrated knowledge of culturally responsive pedagogy.

HOW TO APPLY

Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at www.hcps.org. If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.

DEADLINE

Online applications will be accepted for this vacancy until the position is filled. Candidates who apply by 11:59 p.m. on Friday, May 10, 2024 will receive immediate consideration.

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, *et seq.*), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools Involving **students**, **refer to:** Ken Miller, 102 South Hickory Avenue, Bel Air, MD 21014 at (410) 375-0408 or Kenneth.Miller@hcps.org; Involving **all other members of the school community**, **refer to:** Renee McGlothlin, 102 S. Hickory Avenue, Bel Air, MD 21014 at (410) 809-6087 or Renee.McGlothlin@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202, 1-800-421-3481. For updated information on the Board of Education, visit www.hcps.org.

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