VACANCY ANNOUNCEMENT

January 4, 2019

Director of Middle/High School Instruction and Performance

Position Effective July 1, 2019
(Internal Candidates Only)

Assists, under the direction of the Executive Director of Middle and High School Instruction and Performance, in providing leadership support for secondary level schools within Harford County Public Schools.

DUTIES AND RESPONSIBILITIES INCLUDE

These 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.

- Assists in providing leadership for the development and operation of middle and high school programs.
- Actively participates as a member of the General Curriculum Committee (GCC), the Central School Performance and Achievement Team (CSPA), and other committees or workgroups as assigned.
- Conducts with the school Principal an administrative assessment of each assigned middle and high school annually.
- Works closely with the Office of Equity and Cultural Proficiency in ensuring the efficient and effective use of resources and delivery of instruction that is culturally proficient.
- Provides leadership for professional development of administrators, aspiring leaders, and secondary school staff.
- Assists in the review and selection of instructional materials, supplies, and equipment.
- Responds to inquiries and requests by the Board of Education and other stakeholders.
- Collects and evaluates data from which recommendations concerning middle and high schools are made to the Executive Director.
- Assists administrators and supervisors in resolving student, parent, staff, budgetary, instructional, and operational issues.
- Interacts and collaborates with support and operational service departments to address secondary school needs and concerns.
- Recommends to the Executive Director allocation of staff annually to ensure appropriate levels of support within assigned secondary schools.
- Participates in employing, assigning, supervising, and evaluating middle and high school administrators.
- Performs other duties as assigned by the Executive Director of Middle/High School Instruction and Performance.

SALARY

This 12-month position includes 20 days of annual leave. Salary based on the FY19 salary schedule for executive personnel:

- Grade K: $135,119 - $143,348

MINIMUM REQUIREMENTS

- Master’s degree from an accredited college or university in education, curriculum and instruction, supervision, or a related area.
- Hold a Maryland Advanced Professional Certificate with an Administrator II endorsement.
- Four years of successful experience as a school administrator, preferably at the middle and/or high school level.
- Hold and maintain a valid driver’s license to carry out the essential functions of the position.
- Successful participation in systemic school, County, or State level initiatives, to include committees, task forces or other organized groups.
Demonstrated effective leadership, decision making and problem-solving skills.
Exemplary administrative performance evaluations.
Knowledge of and skill in instructional and administrative technology software and equipment.
Excellent planning and organizational skills.
Excellent interpersonal and oral/written communication skills.

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 through January 18, 2019.

The Harford County Public School System (HCPS) does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, gender identity, marital status, genetic information, disability, or any other basis prohibited by law with regard to employment or conditions of employment, or participation in or access to its programs, activities, or services. Inquiries related to the non-discrimination policy of the Board of Education of Harford County should be directed to the Supervisor of Equity and Cultural Proficiency at 410-809-6065.

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