

VACANCY ANNOUNCEMENT

November 1, 2021

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.

DIRECTOR OF CURRICULUM, INSTRUCTION, AND ASSESSMENT

Under the direction of the Executive Director of Curriculum, Instruction, and Assessment, assists with the leadership and direction in the development, implementation, evaluation, and coordination of curriculum, instruction, school performance, organizational development, and assessment in the elementary, middle, and high schools of 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.

- Serves as a member of the Superintendent's Staff and the HCPS Instructional Leadership Team.
- Assists with the development, implementation, evaluation, and revision of curriculum for HCPS.
- Provides leadership for all offices involved in developing and implementing curriculum, instruction, assessment, school performance, organizational development, equity and cultural proficiency, and personalized and eLearning in all HCPS schools.
- Assists with the direction and monitoring of employee evaluation guidelines for staff within the Division of Curriculum, Instruction, and Assessment including performing evaluations of supervisors and coordinators.
- Provides leadership with the development, delivery, and evaluation of organizational and professional development.
- Monitors and assesses the progress of curriculum, instructional, and assessment programs and completes essential reports for the Executive Director.
- Provides leadership in developing, implementing, monitoring, and evaluating all HCPS instructional grants and makes recommendations to the Executive Director.
- Participates in the preparation of the operating budget pertaining to the Division of Curriculum, Instruction, and Assessment.
- Assists with all activities of the General Curriculum Committee.
- Recommends to the Executive Director policy, procedures, and/or practices related to curriculum, instruction, and assessment and organizational development.
- Provides leadership in the organization and operation of all curriculum and subject area citizen advisory committees within the guidelines established and develops and maintains the calendar of all curriculum and citizen advisory committee meetings.
- Understands and implements state laws, regulations, and local policies and procedures pertaining to curriculum, instruction, and assessment and organizational development.
- Assists with the direction and coordination of intervention programs, eLearning, personalized learning, and the school achievement and performance process.
- Assists with the evaluations of the effectiveness of all curricular, instructional, and assessment programs and organizational development.
- Monitors the quality and appropriateness of all curriculum, instruction, assessment and organizational development documents.
- Assists with the adoption, implementation phases, and evaluation of the components of the HCPS instructional data management and the learning management systems.
- Studies, evaluates, and recommends to the Executive Director the adoption of new materials, methods, and programs in curriculum, instruction, and assessment and organizational development.
- Oversees the development, implementation, and evaluation of the Harford County Public Schools Master Plan.
- Performs other work-related duties as assigned.

OTHER RESPONSIBILITIES

SALARY	This is a twelve-month position with twenty (20) days of annual leave. Salary range based on the FY 2021-2022 Salary Schedule for Executive personnel. Grade K Salary Range: \$159,063 - \$180,559
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • Master's degree in education, curriculum and instruction, administration and/or supervision, or related area. • Hold or be eligible for a Maryland Advanced Professional Certificate with an Administrator II endorsement. • Five years of successful experience as a school-based and/or central office administrator. • Training and/or experience in organizational development with emphasis on the adult learner. • 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 supervisory performance evaluations. • Knowledge of and skill in instructional and administrative technology software and equipment. • Proficient in the use of Microsoft Office software programs and eLearning platforms. • Excellent planning and organizational skills. • Excellent interpersonal and oral/written communication 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 November 12, 2021 will be given first 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 may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to Paula.Stanton@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 or by telephone 1-800-421-3481, or both.

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