



Human Resources Office

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

VACANCY ANNOUNCEMENT

May 27, 2022

DIRECTOR OF MIDDLE SCHOOL INNOVATION

Assists, under the direction of the Executive Director of Middle and High School Instruction and Performance, in providing leadership support for middle schools and middle school innovation projects.

- *This is a two-year grant funded assignment to be in effect through June 30, 2024.*

Grant funded assignments will be in effect as stipulated in the grant. Assignment continuation is contingent upon available grant funding.

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 school programs.
- Actively participates as a member of the General Curriculum Committee (GCC), the Superintendent's Senior Staff, the Central Instructional Leadership Team, and other committees or workgroups as assigned.
- Conducts quarterly meetings with the middle school leadership teams to assess progress and provide support as needed.
- Coordinates and facilitates work groups with stakeholders to assist with the innovation and support of middle schools.
- Works collaboratively with the Supervisor of Middle School Health & Physical Education to implement and support the middle school sports program.
- Works collaboratively with the Office of Curriculum, Instruction, and Assessment in developing and implementing curriculum for the middle school level.
- 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 middle school 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 schools are made to the Executive Director.
- 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.

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 2021-2022 salary schedule for Executive personnel.

- Grade K Salary Range: \$159,063 - \$180,559

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 Friday, June 3, 2022.

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 Renée McGlothlin, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-588-5247 or by email to 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 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