



**Human Resources Office**  
102 S. Hickory Avenue  
Bel Air, Maryland 21014  
410-588-5226 - [www.hcps.org](http://www.hcps.org)  
AN EQUAL OPPORTUNITY EMPLOYER

## VACANCY ANNOUNCEMENT

**November 20, 2023**

### **ASSISTANT PRINCIPAL** **Secondary**

This advertisement will be used to create a pool of candidates to fill positions that become available for the 2024-2025 school year or as immediate needs are identified. Candidates selected for the pool will receive active consideration through June 30, 2027. Harford County Public Schools reserves the right to re-advertise and modify the content of this announcement at any time; 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.*

- Participates with the principal and other leadership personnel in the management of the school.
- Assumes the responsibility of the school in the absence of the principal.
- Assists the principal and other leadership personnel in developing, implementing, and evaluating the instructional program and staff development activities.
- Utilizes a variety of data to support school improvement initiatives and the implementation of Professional Learning Communities.
- Supports the leadership in analyzing student achievement data to improve instruction in the classroom.
- Participates with the principal and instructional personnel in staff observations, evaluations, and follow-up conferences.
- Assists with the maintenance of inventories and the ordering and distribution of supplies and materials.
- Assists in the management of school fund accounts and the educational budget.
- Assists in the maintenance of student and personnel records.
- Obtains and orients substitute teachers.
- Participates with other leadership personnel in conferences with students, teachers, parents, and other community members.
- Assists in student disciplinary matters and helps insure a safe and orderly school.
- Meets with students, parents, and staff for the purpose of interpreting and administering school and system policies and programs.
- Shares responsibility for the direction of the activities program, school calendar, clubs, and assemblies.
- Develops further his/her own professional abilities and those of the school staff.
- Articulates the goals of the Board of Education and demonstrates an understanding of the Harford County Public School's Master Plan.
- Accepts the shared responsibility for the achievement of students.
- Demonstrates an ability to master the technical skills inherent in the position.
- Advocates a child-centered approach to school and student management.
- Provides authentic feedback to the principal regarding the operation of the school.
- Supervises evening and after school activities, as needed.
- Performs other work-related duties as assigned.

#### **SALARY**

This is a twelve-month position with 20 days of annual leave. Salary range based on the FY2023-2024 APSASHC Salary Schedule for Administrative and Supervisory Personnel.

- Grade 2: \$121,708 - \$147,037

#### **REQUIREMENTS**

- Master's degree from an accredited college or university.
- Maryland Advanced Professional Certificate endorsed in elementary and/or secondary education.
- Hold or be eligible for a Maryland Advanced Professional endorsed as an Administrator I at the time of application.
- Five years of successful teaching experience, preferably at the Secondary school level.
- Documentation of a minimum of three 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 skills with instructional and administrative technology software and equipment.

<b>HOW TO APPLY</b>	Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at <a href="http://www.hcps.org">www.hcps.org</a> . Should you have questions or require assistance with the online employment application, contact the Human Resources Office at 410-588-5226.  <b>In order to be considered, applicants who are not employees of Harford County Public Schools must include proof of eligibility for APC certification with an Administrator I endorsement at the time of application.</b>
<b>DEADLINE</b>	Online applications will be accepted through 11:59 pm Wednesday, January 3, 2024.

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](mailto:Kenneth.Miller@hcps.org); **Involving all other members of the school community**, refer 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](mailto: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***