



## Human Resources Office

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[www.hcps.org](http://www.hcps.org)

## VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

July 2, 2025

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 EDUCATIONAL SERVICES** **Central Office – Office of Educational Services**

#### ***Internal Candidates Only***




Under the direction of the Assistant Superintendent for Educational Services assists in providing leadership, supervision and support for all instructional and operational related activities for elementary, middle and high schools within Harford County Public Schools.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE**

*These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. 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 elementary, middle, and high school programs.
-  Participates in committees, initiatives, or workgroups as assigned.
-  Works closely with the Office of Culture and Climate in ensuring the efficient and effective use of resources and delivery of instruction that supports the learning of all students.
-  Assists in providing leadership for professional development and ongoing support of administrators.
-  Works collaboratively with Student Support Services, Curriculum and Instruction and school-based leadership teams to coordinate, develop, implement, align, and evaluate HCPS and School Performance initiatives, including school performance and achievement plans.
-  Assists in the review and selection of instructional materials, supplies, and equipment.
-  Assists in the response to inquiries and requests by the Board of Education and other stakeholders.
-  Assists administrators and supervisors in resolving student, parent, staff, budgetary, instructional, and operational issues.
-  Assists administrators and fosters collaboration with support and operational service departments to address school needs and concerns.
-  Assists in the evaluation of school administrators.
-  Performs other work-related duties as assigned.

#### **SALARY**

-  This is a twelve-month position. Salary range based on GRADE 8 of the FY 2025-2026 APSASHC Salary Schedule for Administrative and Supervisory Personnel. Starting Salary: \$150,471– Maximum Earnings Potential \$181,785.
-  Administrators who earn 30 additional credits beyond a Master's Plus 30 will receive a \$3,000 salary differential.
-  Administrators who earn a Doctorate shall receive an additional salary differential of \$500.

# TRAINING AND EXPERIENCE REQUIRED

- Full salary schedules can be found at the bottom of the Current Vacancies webpage <https://www.hcps.org/departments/humanresources/vacancies.aspx>
- HCPS offers an expansive benefits package including individual and family medical, vision, dental, life insurance, retirement savings, pension, paid time off, and more.
- For a complete list of benefits, please visit the Employment Benefits section of the Human Resources webpage: <https://www.hcps.org/departments/HumanResources/Default.aspx>
- For more information on holidays and paid time off, please refer to the Holidays and Leave Provisions sections of the APSASHC Negotiated Agreement: <https://www.hcps.org/boe/collectivebargaining.aspx>
- FLSA: Exempt
- Master's degree from an accredited college or university in education, curriculum and instruction, supervision, or a related area.
- Must hold or be eligible for a Maryland Advanced Professional Certificate or Maryland Advanced Professional License with an Administrator II endorsement.
- Five years of successful teaching experience.
- Four years of successful school-based administrative experience, at the elementary and/or secondary level. School-based principal experience is preferred.
- Knowledge and understanding of the Individuals with Disabilities Act (IDEA)
- Knowledge and understanding of local and state initiatives
- 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.
- Demonstrates effective leadership, decision making and problem-solving skills.
- Experience working with data collection, analysis, and interpretation in an educational setting.
- Exemplary administrative 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, organizational, interpersonal, and oral/written communication skills.
- Demonstrates knowledge of culturally responsive pedagogy.

# HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at [www.hcps.org](http://www.hcps.org). If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

# DEADLINE

Online employment applications will be accepted for this vacancy until 11:59 p.m. on Thursday, July 10, 2025.

*The Board of Education of Harford County is committed to providing an inclusive and welcoming environment for all employees and applicants. We adhere to the principles of equal opportunity in all aspects of employment and do not discriminate on the basis of race, color, national origin, sex (including pregnancy and related conditions, sexual orientation, and gender identity), religion, disability, age, genetic information, or any other characteristic protected by applicable federal, state, or local laws.*

*In accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964, the Board of Education of Harford County prohibits discrimination based on sex, race, color, national origin,*

*religion, or any other protected characteristic in any program or activity it operates. The Board of Education of Harford County encourages applications from all qualified individuals.*

*Inquiries or concerns about your rights related to Title IX can be directed to our Title IX Coordinator, Dr. Eric Davis, at 102 South Hickory Ave, Bel Air, MD 21014, 410-588-5202, or [TitleIX@hcps.org](mailto:TitleIX@hcps.org). Inquiries related to your rights under Title VI or Title VII can be directed to our Coordinator of Investigations, Ms. Renee McGlothlin, at 410-809-6087 or [Renee.McGlothlin@hcps.org](mailto:Renee.McGlothlin@hcps.org). Harford County Public Schools' non-discrimination policy can be accessed here: [NON-DISCRIMINATION POLICY: \(hcps.org\)](#) and found on the HCPS website under Board of Education Policies and Procedures. Harford County Public Schools' non-discrimination statement can be accessed here: [NON-DISCRIMINATION STATEMENT: \(hcps.org\)](#) and found on HCPS' homepage.*

**AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE**