

Coordinator of Alternative Education and Innovative Pathways

*This position opens on **October 19, 2021** and closes **November 1, 2021**.*

DESCRIPTION

Under the direction of the Executive Director of Program Innovation and Student Well-Being, in alignment with the Howard County Public School System (HCPSS) *Strategic Call to Action*, the Coordinator of Alternative Education and Innovative Pathways provides leadership and oversight of academic and behavioral support programs to support student achievement.

ESSENTIAL POSITION RESPONSIBILITIES

- Oversees alternative education programs and initiatives including the Positive Behavioral Interventions and Supports (PBIS), Bullying Prevention, Student Code of Conduct, and Social Emotional Learning (SEL) programs.
- Provides leadership in planning and execution of professional learning for alternative education teachers, paraeducators, central office leadership, administrators, and case managers.
- Develops, manages, and coordinates the budget for Alternative Education programs.
- Provide technical assistance, consultation, and support to schools. Facilitates weekly progress meetings with administrators on student transitions, process improvements, and other concerns.
- Collaborates within the Office of Program Innovation and Student Well-Being on shared student services initiatives.
- Utilizes technology to manage and enhance alternative education program activities including data analysis and reporting, curriculum management, and professional development.
- Supervises and conducts formal observations, new teacher mentoring support, and individualized professional learning for alternative education teachers. Coach staff with implementing best practices that support positive learning outcomes to enhance academic achievement.
- Conducts interviews to identify alternative education teacher candidates.
- Collaborates with school-based and central office staff to align academic and behavioral support programs with appropriate interventions to increase the academic achievement of students including supporting transition to and from Homewood.
- Attend HCPSS Board of Education meetings and other school system and community meetings as appropriate.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy. Use the application, letter of introduction, and resume to specifically address each qualification.

Education:

- Master's degree from an accredited college or university with an emphasis in psychology, education, special education, alternative education, curriculum and instruction, administration and supervision, or a related field.

Certification:

- Hold, or be eligible for, a valid Maryland Advanced Professional Certificate with the Administrator I endorsement at the time of application.

Experience:

- Three (3) years of successful leadership experience within a PreK-12 school setting.
- Five (5) years of successful teaching experience within a PreK-12 school setting.
- Experience designing and implementing academic and behavioral intervention programs.
- Experience designing and delivering professional learning, facilitating workshops and/or training activities.

PREFERRED QUALIFICATIONS

- Doctoral Degree in psychology, education, special education, alternative education or related field.
- Five (5) years of successful teaching experience as an alternative education teacher within a PreK-12 school setting.

SALARY

This is a 12-month per year position on the HCAA School-Based and Central Office Administrators, salary scale. The salary range for this position is \$94,475 - \$157,136. Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System and the HCAA negotiated agreement. Under the Fair Labor Standards Act, this position is exempt from overtime.

APPLICATION REQUIREMENTS

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts, and educator certification documents) required to verify that you meet the minimum qualifications.

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval
Human Resources Business Partner
Office of Human Resources
(410) 313-6689
sandy_saval@hcpss.org

Equal Opportunity Employer

HCPSS is an Equal Opportunity Employer and Prohibits Discrimination, Harassment and Retaliation of Any Kind: HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants; and prohibits discrimination, harassment, and retaliation of kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training and career development.