

## Principal, Elementary School

**This position is posted to identify candidates for possible mid-year promotion or appointment to an elementary principal position. A separate posting for the elementary principal candidate pool for the 2022-2023 school year will be available at a later date.**

**The application opens October 8, 2021 and closes October 24, 2021. Please review the application requirements below carefully as you prepare your submission. Only complete applications will be considered.**

All required information and documentation must be provided for your application to be considered.

- A complete application form includes **all** current and prior employment experience in education and verifies you meet the minimum qualifications listed below.
- An updated resume highlights your most significant accomplishments. Alignment to the Professional Standards for Educational Leaders is encouraged.
- An updated cover letter specifically addresses:
  - why you are seeking this position
  - why you wish to join the HCPSS staff (external applicants)
  - what sets you apart as a candidate
  - how you will work to ensure an equitable learning environment for all students.
- Your most current educator certificate with all earned endorsements should be uploaded to ensure we may easily verify your credentials. Maryland applicants not currently in a principal position must have a qualifying School Leaders Licensure Assessment (SLLA) score.

To learn more about HCPSS, please visit our website at <https://www.hcpss.org/>.

### **DESCRIPTION**

Under the direction of the Division of School Management and Instructional Leadership, the principal is responsible for administering and supervising the total school program and providing educational leadership for the students, staff members, and the community consistent with the educational goals of the school system. Functions of this position include establishing a climate conducive to learning, defining roles, planning and coordinating programs, affecting change, and decision-making. While the principal is responsible for the total school program, many of the duties listed below may be delegated for implementation.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Provides effective leadership in the total operation of the school and implementation of the Howard County Public School System's [\*Strategic Call to Action\*](#) at the school level.
- Articulates the goals of the HCPSS Board of Education and demonstrates an understanding of the Howard County Public School System's Educational Equity policy.
- Accepts responsibility for achievement of all students.

- Identifies and removes institutional barriers that could prevent students from equitably accessing educational opportunities.
- Advocates a child-centered approach to school and student management and extends that expectation to administrators and staff.
- Initiates and maintains an effective, well-balanced instructional program.
- Establishes a physical environment and a school culture that is conducive to learning for all students. Plans for and maintains a school in which student expectations are high, behavior is positive, well-controlled and constructive, and appropriate disciplinary measures are applied.
- Promotes student voice and provides resources to support youth in becoming active and engaged participants in their academic experience.
- Utilizes restorative justice practices where appropriate and supports school staff in building a positive culture where students and staff feel valued, welcomed, and supported to fulfill their academic and professional potential.
- Develops and conducts ongoing programs and activities of information, communication, and public relations which focus on improvement of student achievement.
- Utilizes a variety of data to develop a school improvement plan and strategies that will enhance the academic success of all students.
- Utilizes data to request and advocate for community and Central Office supports, based on the unique needs of the school population.
- Facilitates equity-focused data analysis to identify current gaps in educational outcomes, programming, supports, and interventions to develop and implement school improvement plans.
- Ensures that staff analyze student achievement data and uses that data to improve instruction in the classroom.
- Determines through appropriate involvement, the needs of the students and the desires of the community and of the staff.
- Implements practices, based on data, to address student achievement related to state assessments.
- Requires and obtains a high level of performance from all personnel assigned to the school.
- Demonstrates active leadership and good judgment in working with all staff members concerning the problems and opportunities of the school.
- Collaborates with instructional personnel to provide leadership and facilitates staff development and evaluation of the instructional program.
- Develops further professional abilities and those of the school's staff.
- Assumes the primary responsibility for hiring, assigning, supervising, assisting, and evaluating personnel, including administrative personnel who are direct reports.
- Accepts responsibility for the professional development of aspiring assistant principals under his/her charge.
- Assures that positive attitudes toward students and others are cultivated and that effective skills in human relations are developed and practiced.
- Supports the concept of shared leadership with the staff and school community.
- Intentionally seeks authentic feedback from various segments of the school community regarding the operation, performance, and image of the school.
- Leverages strengths to build high performing teams and provides leadership to and opportunities for effective community participation in the school.

- Carries out the policies of the state and the county Boards of Education and the laws of Maryland.
- Effectively manages all school budgets and allocates appropriate resources.

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 qualifications listed below at the time of application. Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.**

#### **Education:**

- Master's degree from an accredited college or university with an emphasis in supervision, educational administration, curriculum, or a closely related field.

#### **Certification:**

*Priority will be given to those applicants who:*

- Hold a current Maryland Advanced Professional Certificate (APC) with the Administrator II endorsement at the time of application.

*Applicants may be considered who:*

- Hold a current Maryland Professional Certificate and have completed all Maryland State Department of Education requirements for the Advanced Professional Certificate (APC) with the Administrator II endorsement at the time of application.

#### **OR**

- Hold a current out-of-state educator certificate and be eligible for a Maryland State Department of Education Advanced Professional Certificate (APC) with the Administrator II endorsement, as outlined in [COMAR](#), at the time of application.

#### **Experience:**

- Have five years of successful experience as a certificated educator.
- Have three years of successful school-based or central office administrator experience.

### **PREFERRED QUALIFICATIONS**

- Have at least three years of successful experience at the elementary school level.
- Outstanding references relative to demonstrated knowledge of current instructional and curricular methodologies.
- Thorough knowledge of Howard County Public School System (HCPSS) policies and procedures, state and federal regulations, and laws.
- Thorough knowledge of curriculum, instruction, organizational patterns, school operations, and pupil services.
- Demonstrated competence in staff selection, training, supervision, and evaluation.

- Demonstrated problem-solving skills and demonstrated ability to act effectively under stress.
- Demonstrated outstanding interpersonal communication skills with the ability to work with persons with diverse backgrounds.
- Ability to motivate, encourage, and work with staff to ensure outstanding performance as well as good morale.
- Ability to work collaboratively with colleagues, central office and school-based staff, students, families, and community members.
- Demonstrated outstanding written and oral communication skills and evidence of cultural awareness, sensitivity, acceptance, and appreciation.
- Demonstrated proficiency with technology to include web-based productivity and collaboration tools (e.g., Microsoft Office Suite, Google Suite, etc.), learning management systems, and administrative software.

### **EMPLOYMENT INFORMATION**

This is a 12-month per year position in the [Howard County Administrators and Supervisors Association \(HCASA\)](#) employee unit. The current salary range is on the School-Based and Central Office Administrators salary scale in the Principal, Elementary School lane. Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System and the HCASA Master Agreement. Under the Fair Labor Standards Act, this position is exempt from overtime.

Currently all full-time and part-time HCPSS staff are required to provide proof of full COVID-19 vaccination or undergo weekly testing.

For questions regarding this vacancy, please contact:

Sandy Saval  
Human Resources Business Partner  
Office of Human Resources  
(410) 313-6689  
[sandy\\_saval@hcpss.org](mailto:sandy_saval@hcpss.org)

### ***Equal Opportunity Employer***

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.