

## **Assistant Principal, High School**

**This position is posted to identify candidates for inclusion in the high school assistant principal candidate pool. First consideration will be given to those applicants who submit the required materials by December 6, 2021.**

**Candidates in the pool may be considered for appointments to assistant principal (12-months) or leadership intern (10-months, 5 days) positions.**

**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.

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

### **DESCRIPTION**

Under direction of the principal, the assistant principal assists with 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, planning and coordinating programs, affecting change, and decision-making.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Assists the principal in providing effective leadership in the 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.

- Advocates a child-centered approach to school and student management and extends that expectation to staff.
- Shares responsibility to establish a safe and orderly school environment that is conducive to learning by all students.
- Assists in the promotion of student voice and utilization of 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 fulfil their academic and professional potential.
- Assists the principal in developing and conducting ongoing programs and activities of information, communication, and public relations that focus on improvement of student achievement.
- Utilizes a variety of data to assist in the development of a school improvement plan and strategies that will enhance the academic success of all students.
- Supports the implementation of 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.
- Works with the principal to implement practices, based on data, to address student achievement related to state assessments.
- Shares responsibility for achievement of all students.
- Demonstrates active leadership and good judgment in working with all staff members concerning the problems and opportunities of the school.
- Provides instructional leadership and facilitates professional development.
- Develops further professional abilities and those of the school's staff.
- Assumes specific responsibilities assigned by the principal in the selection, orientation, assignment, supervision, and evaluation of staff.
- 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.
- Provides opportunities for effective community participation in the school.
- Addresses student behavior problems positively and promptly.
- Assumes responsibility for the operation of the school in the absence of the principal.

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 I 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 I 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 I endorsement, as outlined in [COMAR](#), at the time of application.

Out-of-state applicants are strongly encouraged to begin the [application process](#) for educator certification with the Maryland State Department of Education in addition to uploading all required certification materials to your HCPSS employment application.

**Experience:**

- Have five years of successful experience as a certificated educator (teacher or related service provider).
- Have two years of school-based leadership experience; experiences may also include two years as a central office administrator or central office instructional specialist.

**PREFERRED QUALIFICATIONS**

- Have experience at the high school level.
- Knowledge of curriculum, instruction, organizational patterns, school operations, and pupil services.
- Ability to empower and encourage staff to ensure outstanding performance as well as high engagement.
- Thorough knowledge of Howard County Public School System (HCPSS) policies and procedures, state and federal regulations and laws.
- Demonstrated outstanding interpersonal communication skills with the ability to work with persons with diverse backgrounds.
- Ability to work collaboratively with colleagues, central office and school-based staff, students, parents, and community members.

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Dr. Michael J. Martirano, Superintendent

- 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 on 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 Assistant Principal, High 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 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 any 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 other characteristic protected by federal, state or local laws.



Office of Human Resources  
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Nicole M. Carter, Executive Director

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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.

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Dr. Michael J. Martirano, Superintendent

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