

**Assistant Administrator, Black Student Achievement Program (BSAP)
Saturday Math Academy (SMA)**

A completed application includes all application materials and three supervisory references.

*This position is posted until filled, with an initial screening date of **September 2, 2022**.*

Applicants are encouraged to submit their materials in a timely fashion.

Description:

Under direction of the Black Student Achievement Program Specialist, the BSAP Saturday Math Academy Assistant Administrator assists with administering and supervising the BSAP Saturday Math Academy and providing educational leadership for students and staff members consistent with the Howard County Public School System's Strategic Call to Action. Functions of this position include, but are not limited to, establishing a safe and nurturing climate conducive to teaching and learning and overseeing instructional practices focused on the acceleration of academic achievement.

Position Responsibilities:

- Assist the administrator in providing effective leadership in the operation of the BSAP Saturday Math Academy and implementation of the Howard County Public School System's Strategic Call to Action.
- Possess a strong knowledge and understanding of the HCPSS Mathematics Curriculum.
- Assist the program administrator in articulating a clear vision for the HCPSS BSAP Saturday Math Academy.
- Utilize a variety of data to analyze student achievement, improve classroom instruction and program processes.
- Demonstrate a commitment to academic success and the social-emotional well-being for all students.
- Work with the program administrator to require and obtain a high level of performance from all personnel.
- Collaborate to cultivate leadership within the BSAP-SMA executive team.
- Assure that positive attitudes toward students and others are cultivated and that effective skills in human relations are developed and practiced.
- Intentionally seek authentic feedback from various segments of the BSAP-SMA community regarding the operation and performance.
- Carry out the policies of the state and the county Boards of Education and the laws of Maryland.
- Assist the program administrator in performing administrative tasks including: hiring, budget development and management, scheduling, planning meetings, professional learning for staff, managing communications, updating and revising BSAP SMA forms and documents.
- Assume the responsibility for the operation of the BSAP SMA in the absence of the program administrator.
- Perform other relevant duties as required.

This job description 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 of 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 and Certifications:

- Have a Bachelor's degree from an accredited university in Education or a related field.
- Hold, or be eligible for, a valid Maryland Advanced Professional Certificate (APC) with the Administrator I endorsement 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.

Experience:

- Have three years of successful teaching and/or school-based professional leadership experience.
- Demonstrated outstanding interpersonal communication with the ability to work effectively with persons with diverse backgrounds.
- Outstanding references relative to demonstrated knowledge of current instructional and curricular methodologies.
- Demonstrated problem-solving skills and demonstrated ability to act effectively under stress.
- Ability to work collaboratively with colleagues, central office and school-based staff, students, parents, and community members.
- Demonstrated active leadership and good judgment when working with staff members.
- Excellent oral and written communication skills.
- Excellent organization and time management skills.
- Excellent mathematics knowledge base.

Preferred Qualifications:

- Have a Master's degree from an accredited university in Education or a related field.
- Excellent interpersonal skills with knowledge and experience of diverse cultures.
- Ability to use initiative to define and resolve problems.
- Ability to work independently and without direct supervision.
- Advance computer application skills.
- Experience and demonstrated success in program planning and development.
- Successful team building and collaborative work experiences.

Salary:

The BSAP Saturday Math Academy Assistant Administrator is hired on a yearly basis. The term of service coincides with the academic school year.

Application:

A complete online application and all application materials, including **three** reference surveys, must be submitted by September 2, 2022.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors
- Resume

Additional Information:

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education that most closely match the position qualifications and the needs of the school system.

Only applicants who submit all of the requested information by the date of the vacancy will be considered for this position.

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.