

Instructional Facilitator, Elementary Curricular Programs

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the direction of the Coordinators for Elementary Curricular Programs, the Elementary Instructional Facilitator collaborates with curriculum staff, teachers, and administrators to provide instructional support, conduct formal observations, and assist with professional learning activities in all elementary programs and initiatives. The Instructional Facilitator also assists with the design, development, and evaluation of the elementary curriculum and assessments and provides ongoing support to schools. This position promotes access and equity for all students by providing leadership in the development, instructional support, and implementation of the Elementary Curricular Programs.

This position has an anticipated start date during the current school year. Applicants currently under contract with another Maryland school district are responsible for verifying whether they would be released without prejudice if selected for this position.

ESSENTIAL POSITION RESPONSIBILITIES

- Support school-based and curricular initiatives to ensure success of large-scale curricular projects, such as Standards-Based Instruction and Reporting, New Educator Orientation, Professional Learning, and special curricular events.
- Support observations of new Howard County Public School System (HCPSS) staff using curricular models and frameworks.
- Assist with the design, development, and implementation of elementary curricula, instructional and assessment resources that are based on standards and best practices and align with meaningful assessments that provide actionable data for instructional planning.
- Promote the HCPSS Learning Management System to communicate with teachers, develop and distribute asynchronous professional learning, as well as support the management and development of curricular resources for elementary curricular programs.
- Provide direct support to elementary school-based staff to ensure exemplary implementation of the HCPSS curriculum.
- Support grant writing, data collection, and reporting for elementary content offices.
- Facilitate decision-making within instructional teams, departments, school support teams, and other professional groups.
- Collaborate with curriculum leadership in collecting and analyzing data to evaluate the success of specific program components.
- Support and participate in initiatives that engage students, parents, and community members.
- Keep abreast of current research and trends in Elementary Education and engage in professional development activities to enhance knowledge and skills in evidence-based practices for elementary-age students.

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.

Education:

- Bachelor's degree, or higher, from an accredited college or university in elementary education.

Certification:

- Hold a current Maryland State Department of Education (MSDE) professional educator certificate with an Elementary Education and Administrator I endorsement.

Experience:

- Three (3) years of recent (within the last five years) leadership duties, responsibilities, or roles.
- Five (5) years of classroom teacher experience at the elementary level.
- One (1) year of experience designing and implementing professional learning opportunities for large audiences (e.g., county, district, and/or state level).

PREFERRED QUALIFICATIONS

- Master's degree from an accredited college or university.
- Seven (7) years of classroom teaching experience at the elementary level.
- One (1) year of experience designing curriculum within a learning management system (e.g., Canvas).

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based upon your education, training, and experience as they relate to the requirements and preferred qualification of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Association of Supervisors and Administrators (HCASA) employee bargaining unit. The current salary range for this position is the Facilitator Lane on the School-Based and Central Office Administrators salary scale, \$87,690 - \$153,623. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCASA Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

Under the HCPSS Telework Program, this position is eligible for a **hybrid** work schedule. Telework schedules will be determined by the department and/or supervisor.

APPLICATION REQUIREMENTS

A complete application must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a complete application.

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, educator certificate) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval
Human Resources Business Partner
Office of Human Resources
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Equal Opportunity Employer

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 any other characteristic protected by federal, state or local laws.