

Specialist- Curriculum, Instruction, and Assessment

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 Executive Director of Curriculum, Instruction, and Assessment, the Specialist-Curriculum, Instruction, and Assessment supports all programs within the Division of Academics by providing leadership, support, and guidance to assist in accomplishing the department's strategic plan initiatives. The Specialist- Curriculum, Instruction, and Assessment facilitates the development and dissemination of all curriculum projects, coordinates curriculum and assessment development workshops, and provides guidance on maintaining the integrity of the HCPSS course numbering system to ensure alignment with the Maryland Course Catalog.

ESSENTIAL POSITION RESPONSIBILITIES

- Serve as coordinating project manager for assigned curriculum projects including, development and dissemination of the Catalog of Approved High School Courses and Catalog of Middle School Courses; coordination of state high school assessment tracking process; and scheduling locations for Countywide Professional Learning Days and curriculum writing.
- Provide leadership and serve as a subject matter expert in maintaining the integrity of HCPSS's course numbering system to ensuring alignment with the Maryland Course Catalog. Responsible for assigning new course numbers, matching existing course numbers, and working with curriculum staff to resolve scheduling challenges as they arise.
- Collaborate with central office staff, school-based staff, principals, Maryland State Department of Education (MSDE) staff, and community members to provide information about curriculum and instruction.
- Assist all assigned offices with technical assistance, budget management, and administrative support to support the curriculum and instructions programs within the department, including account reconciliation and creation of financial reports.
- Provide guidance in the maintenance of the Maryland Course Catalog by working collaboratively with the Division of Academics and other central office staff.
- Develop and edit curriculum materials on the school system's electronic curriculum delivery system for use by all Howard County Public School System (HCPSS) professional staff.
- Provide support for meetings of curriculum staff to include preparation of agendas, meeting materials, and logistics planning.
- Facilitate and initiate the processing and tracking of purchase requisitions and salary vouchers through the HCPSS Workday system.
- Assist with editing department correspondence including Board memos, reports, administrator, and school-based staff information, including those of a confidential nature.

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 to be considered for the vacancy.

Education and Experience:

Applicants must meet the criteria in ONE of the rows below.	
Associate degree	Five (5) years of experience with budgeting, account reconciliation, or creating financial reports in business, finance, education, or a closely related field.
Bachelor’s degree	Three (3) years of experience with budgeting, account reconciliation, or creating financial reports in business, finance, education, or a closely related field.

PREFERRED QUALIFICATIONS

- Master’s degree from an accredited college or university.
- One (1) year of experience with grant management.
- Previous administrative support, budget, or finance experience in a PreK-12 school setting.

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications 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 Educators Association, Educational Support Professionals (HCEA-ESP) employee unit. The current salary range for this position is Grade 25, \$79,880 - \$126,696. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA-ESP 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. Telework during the probationary period will be subject to approval and based on the needs of the department and the school system.

APPLICATION REQUIREMENTS

Complete applications 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 completed 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) 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
(410) 313-6689
sandy_saval@hcpss.org

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.