

Facilitator, Teacher and Paraprofessional Development and Support

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 Director of Teacher and Paraprofessional Development and Support, the Facilitator, Teacher and Paraprofessional Development and Support will support the design, implementation, and evaluation of site-based and systemic professional learning experiences for teachers and paraprofessionals aligned with initiatives implemented by the Office of Teacher and Paraprofessional Development.

ESSENTIAL POSITION RESPONSIBILITIES

- Provide professional learning for staff members to enhance their interpersonal and leadership skills, deepen job-specific knowledge, and grow in their professional practice.
- Effectively apply understanding of the Standards for Professional Learning and adult learning theory to develop, implement, and evaluate site based and systemic professional development for teachers and system leaders in areas such as, but not limited to: the *2013 Charlotte Danielson Framework for Teaching*, educational leadership, new teacher support, instructional mentoring, data use, leading teams, communication and interpersonal skills, facilitating professional learning, and organizational development.
- Design, implement, and evaluate professional learning focused on building leadership capacity across various groups and programs.
- Support implementation of the HCPSS Comprehensive Teacher Induction Program.
- Collaborate in the design and facilitation of on-going systemic and site-based professional learning for various groups that supports the implementation of the HCPSS Teacher Induction Program, Employee Evaluation Process, and Teacher Preparation Programs.
- Coordinate systemic and school-based professional learning opportunities for Educational Support Professionals (ESPs).
- Support the development, implementation, and evaluation of high quality and personalized digital learning for staff.
- Effectively apply facilitation, consultation, coaching, and mentoring skills in the context of professional learning and system induction programs.
- Collaborate with system leaders in work to transform personal beliefs, behaviors, and practices to support the development of culturally competent and proficient professional staff.
- Manage projects and initiatives within the scope of the work of the Office of Teacher and Paraprofessional Development.
- Facilitate and support teacher leadership to align with standard career pathways.
- Work with system leaders to attract, develop, support, and sustain highly committed staff and students into alternative teacher career pathway programs.
- Perform other duties as assigned by the Director, Office of Teacher, and Paraprofessional Development.

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:

- Master's Degree from an accredited college or university in education, curriculum and instruction, or a closely related field.

Certifications:

- Hold a current Maryland State Department of Education Advanced Professional Certificate with the Administrator I endorsement.

Experience:

- Five (5) years of experience as a certificated educator within a PreK-12 setting.

PREFERRED QUALIFICATIONS

- Three (3) years of experience leading beyond the classroom or evidence of leadership roles or leading programs or projects.
- Two (2) years of experience developing online professional learning modules (ex. Canvas, Blackboard, etc.) and other resources using a variety of media.

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](#) (HCEA) employee unit. The current salary range for this position is on the Other Certificated Staff salary scale, \$88,638 - \$136,173. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA 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 telework for up to two days per week. Approval is 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 experience 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, certification) 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.