

Coordinator, Comprehensive Teacher Induction and Educational Support Professional Development

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 Coordinator of Comprehensive Teacher Induction and Educational Support Professional Development leads the development and implementation of programs that support pre-service, non-tenured, and in-service teachers. In alignment with the HCPSS Comprehensive Teacher Induction and Continuing Education programs, the Coordinator builds systemic capacity in order to institutionalize recruiting, supporting, evaluating, and reporting structures that enhance access to and diversification of HCPSS Teacher Induction and Educational Support Professionals Development Programs.

ESSENTIAL POSITION RESPONSIBILITIES

- Coordinate, manage, and provide leadership for the implementation of the HCPSS Comprehensive Teacher Induction Program in alignment with the requirements of COMAR 13A.07.01.
- Collaborate with institutes of higher education and HCPSS departments to design a variety of teacher preparation pathways that support the engagement of HCPSS staff and students in pursuing a career in education.
- Collaborate across programs to support the growth and development of individuals along the career continuum from pre-service, to non-tenured to tenured status.
- Lead the development and communication of resources and support that meet the diverse needs of non-tenured staff.
- Collaborate across HCPSS departments to design and implement support for non-tenured staff working towards professional certification.
- Support the design and communication of resources and professional learning that support HCPSS employee evaluation processes.
- Lead the design, coordination, and implementation of the annual HCPSS New Educator Orientation event.
- Lead the design and coordination of resources, communication and learning opportunities that support the professional development of Educational Support Professionals.
- Design and provide professional learning to teachers, administrators, central office leaders, and staff in alignment with initiatives of the Office of Teacher and Paraprofessional Development.
- Conduct formal observations and evaluations of instructional staff using the Charlotte Danielson Framework for Teaching.
- Collaborate with instructional program leaders to design and implement professional learning and support for teachers and paraprofessionals.
- Support initiatives within the Office of Teacher and Paraprofessional Development.

- Seek, apply for, and manage grants aligned with programs within the office.
- Attending HCPSS Board of Education meetings and public budget hearings, as appropriate.

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.
- Three (3) years of experience in a leadership role and/or leading programs or projects.

PREFERRED QUALIFICATIONS

- Three (3) years of experience designing and delivering professional learning opportunities for educators (e.g., school or district wide).
- Two (2) years of experience developing online professional learning modules (ex. Canvas, Blackboard, etc.) and other resources using a variety of media outlets.
- Possess a National Board Teacher Certification.

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 Association of Supervisors and Administrators (HCASA) employee bargaining unit. The current salary range for this position is the Coordinator lane on the School-Based and Central Office Administrators salary scale, \$96,365 - \$158,692. 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

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.