

Executive Assistant III, Department of Curriculum, Instruction, and Assessment

The Howard County Public School System (HCPSS) is one of the top 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 and Director of Curriculum, Instruction, and Assessment, the Executive Assistant III supports the Department of Curriculum, Instruction and Assessment. This position performs a variety of complex administrative, secretarial, and clerical functions to maintain operations throughout the division. The Executive Assistant exercises confidentiality and independent judgment and action in accordance with delegated responsibilities from assigned supervisor(s) throughout the Department of Curriculum, Instruction and Assessment.

ESSENTIAL POSITION RESPONSIBILITIES

- Provides administrative, secretarial, and clerical support to the Executive Director and Director, including those of a confidential nature.
- Prepares data and reports for the Board of Education meetings.
- Prepares and edits correspondence for a variety of stakeholders entailing a wide knowledge of the department's programs, procedures, functions, and policies.
- Utilizes technology to create and maintain electronic databases, reports, spreadsheets, logs and other information, as related to the functions of the department.
- Organizes and maintains files to support office functions.
- Orders, distributes, and keeps an inventory of supplies.
- Works collaboratively with staff in the Department of Curriculum, Instruction and Assessment to support department initiatives and projects.
- Maintains financial records related to the Department of Curriculum, Instruction and Assessment.
- Prepares and processes payments, purchase orders, direct payments, and other financial requests for the department.
- Assists in the preparation of budgets.
- Schedules meetings and maintains the calendar for the Executive Director and Director.
- Prepares agendas for meetings and sends notices of meetings; takes minutes as necessary.
- Works independently on projects and initiatives assigned by the Director. Conducts research and collects data and other supporting materials to complete.
- Interprets administrative decisions and policies within the assigned scope of duties and responsibilities.

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

Dr. Michael J. Martirano, Superintendent

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.

Education and Experience:

Applicants must meet the criteria in ONE of the rows below.	
A high school diploma (or GED equivalent)	Six (6) years of clerical/secretarial experience with increasing responsibilities, that includes clerical, secretarial, and administrative support in an office setting.
An Associate degree in business or a related field.	Four (4) years of clerical/secretarial experience with increasing responsibilities, that includes clerical, secretarial, and administrative support in an office setting.

PREFERRED QUALIFICATIONS

- Bachelor’s Degree in business administration or related field.
- Administrative support/secretarial experience in a PreK-12 school system.
- One year of work experience with computer technology to include Microsoft Office Suite (e.g., Outlook, Excel, Word, Access, PowerPoint, Teams) and Google Workspace (e.g., Drive, Docs, Sheets, Slides, Meet).

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).

Applicants evaluated as Best or Better Qualified based on the preferred qualifications will be required to complete a technology assessment which may be administered as part of the selection process. Invitation to interview will be contingent upon successful completion of this assessment.

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 23, \$52,851 - \$98,351. Salary will be determined by actual relevant experience and in conjunction with salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

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) 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.