

Coordinator of Elementary Language Arts

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 Coordinator of Elementary Language Arts promotes access and equity for all students by providing leadership in the development, supervision, and implementation of the Elementary Language Arts program. The Coordinator of Elementary Language Arts supports the HCPSS PreK-12 Language Arts Strategic Plan, including providing professional learning opportunities for teachers and administrators, and supporting continuous improvement initiatives. In alignment with the Howard County Public School System's (HCPSS) [Strategic Call to Action](#), the Coordinator closely collaborates with HCPSS stakeholders across offices, programs, schools, and partnerships to support fidelity of curriculum implementation and quality first instruction for students in elementary language arts.

The ideal candidate for this position possesses a strong understanding of content and pedagogical practices focused on the teaching of literacy aligned with the Maryland College and Career Ready Standards (MCCRS) for Literacy. With successful experience leading, monitoring, and evaluating educational programs and initiatives, this individual utilizes their outstanding communication skills and positive attitude to inspire students, families, and staff to achieve the vision of the elementary language arts program.

ESSENTIAL POSITION RESPONSIBILITIES

- Assumes responsibility for the vision and leadership of the elementary language arts program.
- Develops criteria and processes for ongoing program evaluation and continuous improvement of the elementary language arts program.
- Provides leadership and supervision for the staff in the Elementary Language Arts office and elementary literacy coaches.
- Provides leadership in the development of curricular resources for the Elementary Language Arts program aligned with the Maryland College and Career Ready Standards for Literacy and the science of reading.
- Works cooperatively with elementary, early childhood, and PreK-12 coordinators, instructional facilitators, and resource teachers to support the implementation of Pre-K to Grade 5 Maryland College and Career Ready Standards for English Language Arts.
- Coordinates the selection and procurement of instructional materials for the Elementary Language Arts program including identification and evaluation.
- Develops and manages the budget for the Elementary Language Arts program.
- Collaborates with staff in the Office of K-12 Reading Intervention, Access, and Opportunity; Office of ESOL Services; Department of Program Innovation and Student Well-Being, Department of Special

Education; and other appropriate areas to develop and implement intervention and accelerated opportunities that help all students perform successfully in language arts.

- Works cooperatively with elementary content areas to integrate language arts curriculum with health, social studies, science, and mathematics.
- Provides leadership in planning, organizing, and implementing systemic and onsite professional learning on literacy for Pre-K to Grade 5 professional staff, elementary administrators, and central office leadership in alignment with the vision and goals of the Elementary Language Arts program and the Howard County Public School System.
- Works cooperatively to provide services to elementary schools such as coaching and supporting teachers through demonstration lessons, consultation, and planning.
- Conducts informal and formal teacher observations of elementary teachers of language arts using the Danielson framework.
- Presents elementary language arts curriculum reports at Howard County Public School Board of Education meetings and attends public budget hearings, as appropriate.
- Develops Howard County Public School Board of Education memorandums and responses to stakeholder inquiries regarding the Elementary Language Arts program.
- Serves as the liaison to the Maryland State Department of Education in areas related to elementary language arts.
- Collaborates with the Office of Human Resources to recruit, interview, recommend for hire, and retain high quality teacher candidates.
- Remains knowledgeable and current about curriculum, methodology, and research related to elementary literacy instruction.

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 elementary and 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 staff, programs and/or projects.

PREFERRED QUALIFICATIONS

- Maryland Educators Advanced Professional Certificate with Reading Specialist and/or Special Education.
- 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.
- Experience with project management.
- Experience with school system budget management.

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 may be 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 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 recruitmentinquiries@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.