

Instructional Facilitator, Leadership 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 Director of Leadership Development, the Instructional Facilitator of Leadership Development is responsible to recruit, develop, support, and retain high quality leaders through focused organizational support and professional learning that supports every person in reaching milestones for success. This includes the planning, designing, and implementation of high-quality leadership development initiatives for the Howard County Public School System. They are expected to utilize knowledge of best practices for team and leadership development to support individual leaders, teams, offices, and schools in alignment with the HCPSS Strategic Call to Action.

This position has an anticipated start date of July 1, 2023. Applicants currently under contract with another Maryland school district are responsible for verifying whether they would be released without prejudice if selected for this position.

ESSENTIAL POSITION RESPONSIBILITIES

- Plans, designs, and implements high-quality professional learning programs and experiences for school and central office leaders to support their professional growth.
- Plans, designs, and facilitates high-quality professional learning that reflects current research-based practices and standards of leadership and professional development.
- Provides professional learning that supports school and central office leaders in fostering environments that value students, families, and colleagues and empower students and staff to achieve success.
- Plans, facilitates, evaluates, and refines the effectiveness of teams, offices, and school practices and processes for continuous improvement.
- Collaborates with school and central office leaders in work to transform personal beliefs, behaviors, and practices to support the organizational vision for diversity, equity, and inclusion.
- Collaborates with system leaders to ensure effective succession planning.
- Collaborates and supports HCPSS executive leaders with organizational and leadership development for their divisions and offices within their divisions.
- Supports aspiring and practicing leaders through coaching and mentoring to reach milestones for success.
- Works with system leaders to recruit, hire, induct, develop, and retain high-quality leaders with diverse cultural and experiential backgrounds, committed to the vision, mission, and goals of the HCPSS.
- Trains and supports system leaders who observe and evaluate HCPSS teachers.
- Collaborates and works effectively with the leadership development team to advance the mission and vision of the office.
- Represents the Office of Leadership Development at relevant school system, county, and state meetings.

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 leading beyond the classroom or evidence of leadership roles or leading programs or projects.
- One (1) year of experience designing and implementing professional learning opportunities for large audiences (e.g., school, county, district, and/or state level).

PREFERRED QUALIFICATIONS

- Three (3) years of school-based leadership experience in a PreK-12 setting (e.g., administrator, ITL, department chair, etc.).
- One (1) year of experience designing curriculum within a learning management system (e.g., Canvas).

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based upon your education, training, and experience as they relate to the requirements and preferred qualification 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 Facilitator Lane on the School-Based and Central Office Administrators salary scale, \$87,690 - \$153,623. 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

A complete application 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 complete 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, educator certificate) 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.