

Coordinator, Secondary 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 Director of Curriculum, Instruction, and Assessment, the Coordinator of Secondary Language Arts promotes access and equity for all students by providing leadership in the development, supervision, and implementation of the Secondary Language Arts program. The Coordinator supports the HCPSS PreK-12 Language Arts Strategic Plan, including providing professional learning opportunities for teachers and administrators and supporting continuous improvement initiatives. 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 middle and high school 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 Secondary Language Arts program. This candidate also possesses robust knowledge of instructional, cultural, and structural root causes that impact equity and access.

ESSENTIAL POSITION RESPONSIBILITIES

- Provides leadership and supervision for the staff in the Office of Secondary Language Arts, secondary English instructional team leaders, and secondary English teachers.
- Develops and manages the budget for the Secondary Language Arts Program.
- Provides leadership in planning, organizing, and implementing systemic and onsite professional learning on secondary language arts education for Grades 6-12 professional staff, secondary administrators, and central office leadership in alignment with the vision and goals of HCPSS and the Secondary Language Arts Program.
- Conducts informal and formal teacher observations of secondary English teachers using the Charlotte Danielson Framework for Teaching.
- Provides leadership in the development of curricular resources in an online learning management system for the Secondary Language Arts Program, including Maryland College and Career Readiness Standards (MCCRS) aligned essential curriculum, inclusive instructional lesson plans, assessments, technology integration, and differentiated resources to support all learners.
- Presents secondary language arts curriculum reports at Howard County Board of Education (BOE) meetings and attends public budget hearings, develops BOE memorandums, and responds to stakeholder inquiries regarding the Secondary Language Arts Program.
- Serves as the liaison to the Maryland State Department of Education in areas related to secondary language arts.

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.

Certification/Licensure:

Applicants must hold the following Professional Maryland State Department of Education (MSDE) certification/licenses:

- English 7-12
- Administrator I

Experience:

- Five (5) years of experience as a secondary language arts educator within a PreK-12 setting.
- Three (3) years of experience in a leadership role or leading staff, programs, or projects.

PREFERRED QUALIFICATIONS

- Three (3) years of leadership experience at a system level.
- Three (3) years of experience designing and delivering professional learning opportunities for educators (e.g., school or system level).
- Two (2) years of experience developing online professional learning modules (e.g., Canvas, Blackboard, etc.), curriculum, and other resources using a variety of media outlets.
- Hold a Professional Maryland State Department of Education (MSDE) Reading Specialist certificate/license.
- 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). The current salary range for this position is in the Coordinator lane on the School-Based and Central Office Administrators Scale, \$99,497 - \$163,849. Step 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.

APPLICATION REQUIREMENTS

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 matches 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, and educator certificate/license) 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.