

Chief Academic Officer

The Howard County Public School System (HCPSS) is one of the leading school systems in Maryland and the nation. 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 Superintendent, the Chief Academic Officer serves as the instructional leader for the district, aligning curriculum and special education. Complying with applicable federal and state laws, regulations, and policies, the Chief Academic Officer drives educational performance of the district, providing leadership, vision, and strategic direction. The position requires a strong academic leader who has experience building teams to collaborate, design, integrate, implement, and manage large, complex district-wide systems to improve student outcomes, as well as knowledge of curriculum, instructional practices, special education, professional development, and school and system improvement.

ESSENTIAL POSITION RESPONSIBILITIES

- Plans and carries out a district-wide program of curriculum review and development.
- Supports the school improvement process in the five focus areas: reading by Grade 3, middle school mathematics, on track for College and Career, attendance, and effective discipline practices.
- Provides leadership in the evaluation of instructional methods and programs and recommends such changes and improvements as are needed.
- Provides guidance and review of the goals and objectives of the department of special education.
- Serves on cross-functional teams to provide educational and managerial leadership that builds and supports a high performing educational team, inspiring and aligning the academic work of the district.
- Develops and maintains clear and inclusive decision-making processes to ensure integration of academic supports and services.
- Identifies and implements effective curriculum and instructional policies and practices that maximize educational options which lead to improved achievement for all students.
- Fosters the sharing of high-yield strategies and opportunities for collaboration within and among all levels.
- Provides the required supports to foster a culture that motivates teachers and administrators to perform at the level of excellence necessary to improve student achievement and close equity gaps.
- Sets priorities and measurable goals.
- Supervises staff and provides division oversight as assigned.
- Serves on local committees, councils, and boards (often as the Superintendent's designee).
- Communicates effectively with internal and external stakeholders.
- Works with staff from the Office of Diversity, Equity, and Inclusion to identify and remove barriers to learning and instruction based on longstanding inequities and bias.
- Oversees the planning, development, review, and presentation of the Division of Academics budgets.
- Represents the district and serves as a liaison to relevant matters with the Maryland Department of Education, and assures that state, federal and local standards and requirements are met.
- Provides leadership in collaboration between and among district offices.

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 of the following qualifications listed below to be considered for the vacancy. Use the application, letter of introduction, and resume to specifically address each qualification.

Education

- Master's degree from an accredited college or university in education with an emphasis on curriculum, instruction, educational leadership, or special education.

Certification/Licensure

- Current Professional Maryland State Department of Education (MSDE) certificate/license with Administrator I endorsement.

Experience

- Five (5) years of experience as a central office administrator in a PreK-12 public education setting, three (3) years of which should include:
 - Supervision of professional staff.
 - Experience in teaching and curriculum design or special education services.
 - Demonstrated knowledge of current PreK-12 public education issues, including knowledge of academic and accountability testing.
 - Direct communication, collaboration, and partnership with the Board of Education, school system leadership, staff, and school communities.

PREFERRED QUALIFICATIONS

- Doctoral degree in curriculum, instruction, and educational leadership or special education, or a related field.
- Current Professional Maryland State Department of Education (MSDE) certificate/license with the Administrator II, Superintendent I, or Superintendent II endorsements.
- Experience with grant and budget management.
- Comprehensive knowledge of the Individuals with Disabilities Education Act and applicable federal, state and local laws, regulations, ordinances, and policies, particularly those related to the education of students with disabilities.
- Comprehensive knowledge of Science of Reading literature and practices.
- Ability to conceptualize, initiate, monitor, and evaluate new and/or current programs.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

- Knowledge of modern instructional techniques, Science of Reading, differentiation of instruction for diverse learners, 21st century skills, and curricular concepts and understanding of the importance of articulation in these areas.
- Knowledge of the principles and practices of educational leadership, including fiscal responsibilities, teaching and learning process, continuous improvement process, assessment administration and analysis of results to drive improved instructional practice, evaluations, and program development.

- Knowledge of the applicable federal, state and local laws, regulations, ordinances and policies, particularly those related to the education of students with disabilities.
- Knowledge of human resources development, school law, conflict resolution, public relations, principles of effective process and performance management, staff supervision and administration.
- Effective interpersonal communication and conflict resolution skills, planning and organizing work, and collaborating with various departments or individuals.
- Ability to implement the strategic planning process, utilize current technology, research analysis, data analysis, and assessment.
- Understanding and evaluation of effective teaching, innovation, strong leadership, establishing and maintaining collaborative working relationships.
- Ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including education, legal, and counseling terminology.

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 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).

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications.

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Executive Unit. The minimum starting salary for this position is \$190,000. Actual salary placement will be in accordance with the 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 that 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, 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.