

## **Director of Schools – Middle Schools**

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 supervision of the Executive Director of Secondary Schools, the Director of Schools provides support, coaching, and mentoring to middle school administrators to ensure that instructional and curricular programs are fully and appropriately implemented in assigned schools. This position requires an inspiring, collaborative, courageous, innovative, and visionary leader with outstanding people and management skills.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Provides professional and leadership development to middle school administrators.
- Supports systemic school improvement support in the five focus areas: reading by Grade 3, middle school mathematics, on track for College and Career, attendance, and effective discipline practices.
- Provides coaching, counseling, and assistance to middle school administrators in the following areas: instruction, management, operations, finance, and staffing.
- Responds to parent inquiries and concerns and participates in parent meetings as needed.
- Assists middle school administrators in analyzing student achievement data to align with curricular and instructional programs.
- Provides support to middle school administrators regarding staffing and scheduling needs to maximize school district resources.
- Provides professional development and leadership support related to system-wide initiatives.
- Works to review, approve, and monitor the development and implementation of school budgets to ensure effective use of allocated funds within the approved budget.
- Oversees design and implementation of all school-based programs.
- Partners with the Department of Human Resources to support the recruitment, hiring, and promotion of excellent teachers and school-based administrators.
- Works closely with middle school administrators to ensure School Improvement Plans are aligned with the needs of the schools and the systemic initiatives.
- Conducts fiscal reviews of school budgets to support middle school principals regarding budgeting expenditures.
- Supports the annual review and dissemination of the HCPSS Middle School Scheduling Guidance Document to ensure consistent high-quality instructional programming from middle school to middle school.
- Analyze research to ascertain the best practices for middle school learners and develops a middle school adult learning hub with an intentional focus on social-emotional learning (SEL).
- Engages in deliberate instructional visits to assess if professional development is transferred into changes in teacher practice within the classroom.

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.

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## **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, or educational leadership.

### **Certification**

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

### **Experience**

- Five (5) years of experience with progressive responsibility for middle school leadership and management in a public school system, including experience as a teacher/related service provider, assistant principal, and principal, one (1) year of which should include experience:
  - Providing high-quality professional learning to middle school staff.
  - Analyzing data to support and promote student achievement.

## **PREFERRED QUALIFICATIONS**

- Doctoral degree from an accredited college or university in education with an emphasis on curriculum, instruction, or educational leadership.
- Current Professional Maryland State Department of Education (MSDE) certificate/license with the Superintendent I endorsement.
- Successful experience in school administration at multiple levels.
- Demonstrated ability to implement, administer, evaluate, and modify programs to improve school performance.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)**

- Thorough understanding of middle school curriculum and scheduling.
- Considerable knowledge of local, state and federal policies and procedures regarding education.
- Considerable knowledge of the organization and communication channels of a public school system.
- Considerable knowledge of the principles of supervision, organization and administration.
- Skilled in effective listening and developing relationships.
- Ability to plan, develop and implement and evaluate programs.
- Ability to develop and implement policies, procedures and standards for services offered.
- Ability to evaluate existing programs and make recommendations for improvements.
- Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.
- Ability to effectively express ideas orally and in writing.
- Ability to make oral presentations before large groups of people.
- Ability to exercise considerable tact and courtesy in frequent contact with the public.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

## **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 \$170,000. 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](mailto: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.