

## **Executive Director of Schools - Secondary**

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 Chief of Schools, the Executive Director of Secondary Schools provides leadership in the organization and administration of secondary schools and athletics and activities. This position requires an inspiring, collaborative, courageous, innovative, and visionary leader with outstanding people and management skills.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Provides leadership and supervision to Directors of Schools for middle and high schools in all matters related to the implementation of successful instructional programs, school organization, and school management.
- Responsible for direct supervision and evaluation of secondary principals.
- Ensures alignment between the district's strategic plan and school improvement plans (SIPs) to ensure the success of all students.
- Provides leadership to 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.
- Manages designated budgets and provides oversight of expenditures with the Chief Schools Officer.
- Provides input and oversight of staffing allocations in collaboration with the Department of Human Resources.
- Collaborates with Division of Academics staff to support the implementation of instructional programs.
- Partners with Department of Human Resources staff to provide support in recruiting, identifying and promoting, and retaining school-based administrators.
- Implements the interview, selection, and assignment process for school-based administrators.
- Communicates and collaborates with principals, teachers, and community members.
- Partners with the Office of Leadership Development to provide ongoing, customized leadership development experiences for emerging, developing, practicing, and accomplished leaders within the Division of Schools.
- Facilitates the school-based administration and PreK-12 articulation of policies and programs.
- Maintains communication among school administrators, teachers, students, families, and the community.
- Addresses appeals on matters of school administration.
- Facilitates and/or participates in the development or revision of school system policies and procedures.
- Attends Board of Education meetings to respond to Board member inquiries.

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 in education from an accredited college or university with an emphasis on curriculum, instruction, or educational leadership.

### **Certification/Licensure**

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

### **Experience**

- Five (5) years of experience in secondary public-school administration, three (3) years of which should include:
  - The position of principal with effective performance evaluations.
  - Demonstrated ability to implement, administer, evaluate, and modify programs to improve school performance.

## **PREFERRED QUALIFICATIONS**

- Doctoral degree from an accredited college or university in education with an emphasis in 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 both the elementary and secondary levels.
- Experience and utilization of the Maryland Instructional Leadership Framework.
- Knowledge and experience using data-driven decision-making that ensures high-quality professional development for school administrators and system leaders.

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

- A meaningful understanding of elementary 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 the 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.
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- Ability to interpret statutes and regulations for principals and teachers.
- Demonstrate an ability to manage fiscal, physical and human resources to successfully carry out the function and programs of the office.

### **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 \$180,000. 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.