

Coordinator, English Language Development

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 Executive Director of Curriculum, Instruction, and Assessment, the Coordinator provides leadership to the English Language Development (ELD) programs. The Coordinator is responsible for developing and implementing comprehensive plans for improving the academic achievements of English learners who are in grades PreK- 12. This position closely collaborates with HCPSS stakeholders across offices, programs, schools, and partnerships to monitor and evaluate the effectiveness of the ELD programs.

ESSENTIAL POSITION RESPONSIBILITIES

- Coordinates the design and implementation of curriculum for English language development in PreK-12 and coordinates the selection of instructional materials for the HCPSS ELD program.
- Provides leadership in the planning and organization of professional development activities and programs for ELD teachers and general education teachers working with English learners.
- Develops, manages, and coordinates the budget for the ELD program.
- Develops, manages, and coordinates the Title III grants, plans, and expenditures including annual federal and state reporting.
- Sources, applies, and facilitates grants related to meeting the needs of English learners.
- Develops, submits, and presents annual reports on ELD program performance to the Maryland State Department of Education (MSDE) and local board of education.
- Determines school-based allocations for ELD staff including certificated and paraprofessionals.
- Develops criteria and procedures for ongoing evaluation of the ELD program.
- Utilizes technology to manage and enhance ELD program activities including data analysis and reporting, curriculum management, and professional development.
- Supervises and conducts formal observations, new teacher mentoring support, and individualized professional learning for ELD teachers.
- Conducts interviews to identify ELD teacher candidates.
- Collaborates with school-based and central office staff to align and improve ELD instruction and implement programs and appropriate interventions that increase the academic achievement of English learners.
- Analyzes qualitative and quantitative data from research and policy updates to inform and guide ELD program improvement activities.
- Represents HCPSS at MSDE activities relating to the ELD program.

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 in education from an accredited college or university.

Certification/Licensure

Priority will be given to applicants who:

- Hold a current Professional Maryland State Department of Education (MSDE) certificate/license with the Administrator I or Administrator II endorsement.

Applicants may be considered who:

- Hold a current Professional Maryland State Department of Education (MSDE) certificate/license and have completed all MSDE requirements for the Advanced Professional Certificate (APC) or Advanced Professional License (APL) with the Administrator I or Administrator II endorsement at the time of application.

OR

- Hold a current out-of-state educator certificate/license and are eligible for a Maryland State Department of Education Advanced Professional Certificate (APC) or Advanced Professional License (APL) with the Administrator I or Administrator II endorsement, as outlined in [COMAR](#), at the time of application.

Experience

- Five (5) years of successful experience teaching, supervising, or evaluating ELD programs.
- Three (3) years of experience in a leadership role or leading staff, programs, or projects.

PREFERRED QUALIFICATIONS

- Holds, or is eligible for, a Maryland State Department of Education Professional certificate/license with the ESOL endorsement.
- 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.
- 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 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 Howard County Administrators and Supervisors Association (HCASA). The current salary range for this position is Grade III on the Central Office Administrators scale, \$102,482 - \$168,765. 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) required to verify that you meet the minimum qualifications.

Out-of-state applicants are strongly encouraged to begin the [application process](#) for educator certification with the Maryland State Department of Education in addition to uploading all required certification materials to your HCPSS employment application.

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.