

Assistant Principal, Middle School

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/>.

This position is posted to identify **internal HCPSS candidates** for vacancies that may occur **during the 2024-2025 school year**. There will be an additional posting open by early 2025 for vacancies that will occur at the end of the 2024-25 school year. Candidates may be considered for assistant principal positions (12-months) or leadership intern positions (10-months, 10 days).

Please carefully review the application requirements below as you prepare your submission. Only complete applications will be considered.

- A complete application form includes **all** current and prior employment experience in education.
- An updated resume communicates your most significant experience and accomplishments.
- Responses to the required supplemental application questions are uploaded.
- All current educator certificates or licenses must be uploaded. If you have recently completed an approved program leading to Administrator I licensure, you must upload the applicable transcript(s).

DESCRIPTION

Under the direction of the middle school principal, the middle school assistant principal assists with administering and supervising the total school program and providing educational leadership for the students, staff members, and the community consistent with the educational goals of the school system. Functions of this position include establishing a climate conducive to learning, planning and coordinating programs, affecting change, and decision-making.

ESSENTIAL POSITION RESPONSIBILITIES

- Assists the principal in providing effective leadership in the operation of the school and implementation of the Howard County Public School System's mission at the school level.
- Articulates the goals of the HCPSS Board of Education and demonstrates an understanding of the Howard County Public School System's Educational Equity policy.
- Advocates a child-centered approach to school and student management and extends that expectation to staff.
- Shares responsibility to establish a safe and orderly school environment that is conducive to learning by all students.
- Assists in the promotion of student voice and utilization of resources to support youth in becoming active and engaged participants in their academic experience.

- Utilizes restorative justice practices where appropriate and supports school staff in building a positive culture where students and staff feel valued, welcomed, and supported to fulfil their academic and professional potential.
- Assists the principal in developing and conducting ongoing programs and activities of information, communication, and public relations that focus on improvement of student achievement.
- Utilizes a variety of data to assist in the development of a school improvement plan and strategies that will enhance the academic success of all students.
- Supports the implementation of equity-focused data analysis to identify current gaps in educational outcomes, programming, supports, and interventions to develop and implement school improvement plans.
- Ensures that staff analyze student achievement data and uses that data to improve instruction in the classroom.
- Works with the principal to implement practices, based on data, to address student achievement related to state assessments.
- Shares responsibility for achievement of all students.
- Demonstrates active leadership and good judgment in working with all staff members concerning the problems and opportunities of the school.
- Provides instructional leadership and facilitates professional development.
- Develops further professional abilities and those of the school's staff.
- Assumes specific responsibilities assigned by the principal in the selection, orientation, assignment, supervision, and evaluation of staff.
- Assures that positive attitudes toward students and others are cultivated and that effective skills in human relations are developed and practiced.
- Supports the concept of shared leadership with the staff and school community.
- Provides opportunities for effective community participation in the school.
- Addresses student behavior problems positively and promptly.
- Assumes responsibility for the operation of the school in the absence of the principal.

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

Education:

- Master's degree from an accredited college or university.

Certification/Licensure:

Priority will be given to those applicants who:

- Hold a current Maryland State Department of Education Professional Administrator I certificate or license at the time of application.

Applicants may be considered who:

- Hold a current Maryland State Department of Education Professional Certificate or License and have completed all Maryland State Department of Education requirements for the Administrator I license at the time of application.

OR

- Hold a current out-of-state educator certificate or license and are eligible for a Maryland State Department of Education Administrator I license at the time of application.

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

Experience:

- Five (5) years of experience as a certificated or licensed educator, at least two (2) years of which must be at the middle school level.
- Two (2) years of experience holding leadership roles, leading beyond the classroom, or leading programs or projects.

Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

PREFERRED QUALIFICATIONS

- Experience across multiple grade levels, curricular areas, or schools.
- Experience serving students with diverse needs.
- Experience in instructional leadership roles responsible for decision-making at a whole-school or school-system level.
- Utilizes data related to equity to provide learning experiences that promote cultural responsiveness and success for all learners.
- Mentors or coaches school educators on evidence based pedagogical practices to improve instruction and meet the needs of all students.
- Participates in the cycle of continuous school improvement as a leader or member of the School Improvement Team.

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.

EMPLOYMENT INFORMATION

This is a 12-month per year position in the [Howard County Association of Supervisors and Administrators \(HCASA\)](#) employee unit. The current salary range for Middle School Assistant



Department of Human Resources
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Ellicott City, MD 21042
Nicole M. Carter, Executive Director

Principal is Grade II on the School-Based Administrators salary scale. The Leadership Intern salary scale will be utilized for Leadership Intern positions. Step placement will be in accordance with the salary procedures of the Howard County Public School System and the HCASA Master Agreement. Under the Fair Labor Standards Act, this position is exempt from overtime.

For questions regarding this posting, 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.