



AN EQUAL OPPORTUNITY EMPLOYER

PLEASE POST

Harford County Public Schools

Human Resources Office
102 S. Hickory Avenue, Bel Air, Maryland 21014
Telephone 410-588-5226
www.hcps.org

ASSOCIATE SUPERINTENDENT OF CURRICULUM, INSTRUCTION, AND ASSESSMENT

To provide leadership and direction in the development, implementation, evaluation, and coordination of curriculum, instruction, student services, special education services, school performance, and assessment in the elementary, middle and high schools of Harford County Public Schools.

DUTIES AND RESPONSIBILITIES INCLUDE:

These items are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

- ❖ Serves as a member of the Superintendent's Staff and the HCPS Leadership Team.
- ❖ Directs the development, implementation, evaluation, and revision of curriculum for HCPS.
- ❖ Provides leadership for all offices involved in developing and implementing curriculum, instruction, student services, special education services, school performance, and assessment in all HCPS schools.
- ❖ Directs and monitors employee evaluation guidelines for staff within the Division of Curriculum, Instruction, and Assessment including performing evaluations of executive staff and department heads in the Division.
- ❖ Leads the development, delivery, and evaluation of professional development.
- ❖ Monitors and assesses the progress of curriculum, instructional, and assessment programs and completes essential reports for the Superintendent.
- ❖ Interprets the system-wide curriculum, instruction, and assessment programs to the citizenry of Harford County.
- ❖ Provides leadership in developing, implementing, and monitoring all HCPS grants.
- ❖ Participates in the preparation of the operating budget pertaining to the Division of Curriculum, Instruction, and Assessment.
- ❖ Chairs and provides leadership to all activities of the General Curriculum Committee.
- ❖ Recommends policy, procedures, and/or practices related to curriculum, instruction, and assessment.
- ❖ Provides leadership in the organization and operation of all curriculum and subject area citizen advisory committees within the guidelines established and develops and maintains the calendar of all curriculum and citizen advisory committee meetings.
- ❖ Understands and implements state laws, regulations, and local policies and procedures pertaining to curriculum, instruction, and assessment.
- ❖ Directs and coordinates intervention programs and the school improvement process.
- ❖ Evaluates the effectiveness of all curricular, instructional, and assessment programs and activities.
- ❖ Monitors the quality and appropriateness of all curriculum, instruction, and assessment documents.
- ❖ Directs the adoption, implementation phases, and evaluation of the components of the HCPS instructional data management system.

- ❖ Studies, evaluates, and recommends the adoption of new materials, methods, and programs in curriculum, instruction, and assessment.
- ❖ Coordinates regularly scheduled meetings between personnel of Harford Community College and Harford County Public Schools to discuss educational topics key to both institutions.
- ❖ Serves as both liaison to the MSDE Division of Instruction and point-of-contact for the Annual Update to the Bridge of Excellence Master Plan; assists in overseeing the development, implementation, and evaluation of the Harford County Public Schools Master Plan.

SALARY:

This is a twelve-month administrative position with twenty days of annual leave. Annual salary is \$150,000

REQUIREMENTS:

- ❖ Master's degree in education, curriculum and instruction, administration and/or supervision, or related area.
- ❖ Hold or be eligible for a Maryland Advanced Professional Certificate endorsed as superintendent.
- ❖ Five years of experience in the successful administration of the curriculum, instruction, and assessment areas.
- ❖ Demonstrated leadership ability in administration or supervision of curriculum and instruction; including outstanding references.
- ❖ Excellent oral and written communication skills.
- ❖ Excellent organizational and interpersonal skills.
- ❖ Ability to work cooperatively with all personnel and the general public.
- ❖ Proficiency with computer technology and Microsoft Office software.

APPLICATION:

Individuals meeting the employment qualifications for the position and desiring to be a candidate may obtain an application from our web site, www.hcps.org, any of the Harford County Public Schools, or from the Human Resources Office at 102 S. Hickory Avenue, Bel Air, Maryland 21014. A resume will not be accepted in lieu of an application.

DEADLINE:

This posting will remain open until the position is filled. Applications must be returned to the Human Resources Office.

April 27, 2010

The Harford County Public School System does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, marital status, genetic identification, political affiliation, or disability in matters affecting employment or in providing access to programs for employees. Inquiries related to the policies of the Board of Education of Harford County should be directed to the Director of Public Information at 410-588-5203.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.