

## **Coordinator of Student Access & Achievement**

### **Description:**

Under the supervision of the Executive Director of Program Innovation and Student Well-being, the Coordinator of Student Access & Achievement provides leadership for the school system's efforts to ensure equitable access to rigorous programs for all students and to accelerate the learning of students.

### **Position Responsibilities:**

- Plans, manages, and provides leadership to the academic access and achievement programs within the Department of Program Innovation, including, but not limited to the Black Student Achievement Program, Hispanic Achievement Program, and International Student and Family Program.
- Creates and collaborates to create family and community engagement events and activities.
- Supports and develops enrichment opportunities such as BSAP Saturday Mathematics Academy, Summer Institute, and Parent Academy in Spanish.
- Partners with community organization to support programs such as Alpha Achievers, Delta Scholars and student affinity groups in high schools.
- Collaborates with offices and schools to develop meaningful student, family, and community programs.
- Collects and analyzes student group achievement data; focusing on undesirable patterns in student achievement and students not making progress toward meeting high school graduation requirements.
- Provides leadership in the planning and organization of professional learning activities which support the goals of the department for program leaders, and for other instructional staff.
- Facilitates the goal-setting process for the ongoing functioning of the office.
- Coordinates the budgets for the offices.
- Uses current technology to manage and enhance the programs, including the data warehouse and learning management system, which support curriculum and teacher/administrator professional learning.
- Keeps abreast of current developments in areas of curriculum, pedagogy, learning theory, program organization, and educational administration as they relate to education of diverse learners.
- Serves as the Maryland State Department of Education Family Contact.
- Attends HCPSS Board of Education meetings and public budget hearings, as appropriate.
- Seeks, applies for, and facilitates grants aligned with programs within the office.

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 and Certification:**

- Hold, or be eligible for, a valid Maryland Advanced Professional Certificate with the Administrator I endorsement.
- Have a Master's degree in Education, Curriculum and Instruction, Administration and Supervision, or a related field.

**Experience:**

- Have three years of successful leadership experience within a Pre-K-12 setting.
- Have a minimum of five years of successful teaching experience in a Pre-K-12 public school setting.
- Outstanding human relations skills as demonstrated by working effectively with educational staff, students, and the general public.
- Excellent oral and written communication skills.
- Excellent organization and time management skills.
- Demonstrated project management experience.

**Preferred Qualifications:**

- Experience providing academic interventions to students.
- Successful teaching experience in a diverse Pre-K-12 public school setting.
- Experience using data to make programmatic decisions.
- Demonstrated project management experience.
- Experience developing school system budgets.
- Experience designing and delivering professional learning opportunities.

**Salary:**

This is a 12-month position on the HCAA School-Based Administrators, Instructional Facilitators and Athletic/Activities Managers Salary Scale <http://www.hcps.org/employment/agreements.shtml>. Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System and the HCAA Master Agreement. Under the Fair Labor Standards Act, this position is exempt from overtime.

**Application:**

A complete online application and all application materials, including **three** reference surveys, must be submitted in a timely fashion.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors

**Additional Information:**

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education that most closely match the position qualifications and the needs of the school system.

**Only applicants who submit all of the requested information by the date of the vacancy will be considered for this position.**

***Equal Opportunity Employer***

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.