



10910 Clarksville Pike • Ellicott City, Maryland 21042 • 410-313-6600 • www.hcpss.org

Assistant Superintendent

Description:

Under the direction of the Superintendent, the Assistant Superintendent works collaboratively within and across the division of the school system to support the Superintendent's Call to Action.

Position Responsibilities:

- Engages in strategic relationship planning with HCPSS, business, industry, government, non-profit, and faith-based leaders, setting objectives to identify and drive key joint programs.
- Seeks new opportunities and enhances existing joint development experiences.
- Delivers presentations and participates in business conferences, seminars, and meetings with internal and external executives to present HCPSS strategic initiatives. Engages with the broader community to secure support for HCPSS skills development initiatives and career readiness initiatives.
- Updates the Superintendent and the Board of Education members by responding quickly and efficiently to questions.
- Promotes and assists in the coordination of effective communication.
- Promotes effective communication among all members of the school community.
- Develops and maintains good relations with the school community.
- Works cooperatively with colleagues within the district and from other school districts.
- Participates in meetings, workshops and seminars for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out administrative responsibilities.
- Prepares a wide variety of complex written materials (e.g. plans, budgets, funding requests, investigative reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Researches information required to manage assignments including reviewing relevant policies, current practices, staffing requirements, financial resources, etc. for the purpose of developing new programs/services; ensuring compliance with legislative requirements; securing general information for planning; and/or responding to requests.

- Responds to written and verbal inquiries from a variety of internal and external sources (e.g. staffing, conflicts in policies and regulations, community concerns, parental requests, etc.) for the purpose of identifying the relevant issues and recommending or implementing a remediation plan.

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

Experience:

- Have 5 years of educational administrative or supervisory experience in increasingly responsible positions or other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position
- Knowledge of the Public School Laws of Maryland, the bylaws of the State Board of Education, and the policies of the Board of Education of Howard County Public School System
- Demonstrated ability to work effectively with all people
- Excellent organizational ability, demonstrated oral and written communication skills as well as problem solving and consensus building expertise, and excellent human relation skills
- Demonstrated understanding and experience of K-12 curriculum and instruction and other pupil related services
- Ability to use technology in an administrative and educational setting
- Knowledge of national and state initiatives in education
- Demonstrated knowledge and application of quality management techniques, process improvement, and strategic planning.
- 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

Salary:

This is a 12-month position on the Administrative Management and Technical Salary Scale. The salary range for this position begins at \$160,000. 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:

A complete online application and all application materials, including **three** reference surveys, must be submitted by

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.



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Deputy Superintendent

Description:

Under the direction of the Superintendent, the Deputy Superintendent plans, organizes, manages and directs the overall operation of the school system. This position works collaboratively with all stakeholders to support the Superintendent's Call to Action and serves as the Superintendent's designee in his/her absence.

Position Responsibilities:

- Represents and exercises the authority of the Superintendent in directing the implementation of school system's Call to Action, policies, regulations, and programs
- Represents the Superintendent at meetings, conferences, and functions as needed
- Leads and coordinates the activities of the Superintendent's executive staff for the effective and efficient operation of all schools and offices
- Coordinates the operations and functions of the School Management and Instructional Leadership division, the Human Resources and Development division, the division of Academics, the division of Communications, Community, and Workforce Engagement, and the division of Business & Technology
- Provides leadership to the Superintendent's Executive Staff
- Prepares and makes reports, at the Superintendent's direction, to the Board of Education
- Provides leadership to cross-functional teams created by the Superintendent to address and analyze school-system issues, programs, and topics
- Coordinates the planning, developing, reviewing, and presenting of the capital and operating budgets and processes
- Directs efforts to further the goals of the school system by evaluating best practices in conjunction with developing and preparing recommendations to improve efficiency and system-wide continuous improvement
- Oversees policy development and strategic planning for the school system
- Engages in strategic relationship planning with HCPSS, business, industry, government, non-profit, and faith-based leaders, setting objectives to identify and drive key joint programs.
- Delivers presentations and participates in business conferences, seminars, and meetings with internal and external executives to present HCPSS strategic initiatives. Engages with the broader community to secure support for HCPSS Call to Action.

- Updates the Superintendent and the Board of Education members by responding quickly and efficiently to questions.
- Promotes and assists in the coordination of effective communication amongst all members of the school system, community, and colleagues from other school districts.
- Participates in meetings, workshops and seminars for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out administrative responsibilities.
- Prepares a wide variety of complex written materials (e.g. plans, budgets, funding requests, investigative reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Researches information required to manage assignments including reviewing relevant policies, current practices, staffing requirements, financial resources, etc. for the purpose of developing new programs/services; ensuring compliance with legislative requirements; securing general information for planning; and/or responding to requests.
- Responds to written and verbal inquiries from a variety of internal and external sources (e.g. staffing, conflicts in policies and regulations, community concerns, parental requests, etc.) for the purpose of identifying the relevant issues and recommending or implementing a remediation plan.

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Experience:

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- Knowledge of the Public School Laws of Maryland, the bylaws of the State Board of Education, and the policies of the Board of Education of Howard County Public School System
- Demonstrated ability to work effectively with all people
- Excellent organizational ability, demonstrated oral and written communication skills as well as problem solving and consensus building expertise, and excellent human relation skills
- Demonstrated understanding and experience of K-12 curriculum and instruction and other pupil related services
- Ability to use technology in an administrative and educational setting
- Knowledge of national and state initiatives in education
- Demonstrated knowledge and application of quality management techniques, process improvement, and strategic planning.
- 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

Salary:

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