

Community Superintendent

A completed application includes all application materials and three supervisory references.

*This position is posted until filled, with an initial screening date of **June 25, 2019**.*

Applicants are encouraged to submit their materials in a timely fashion.

Description:

Under the direction of the Chief School Management and Instructional Leadership Officer, the Community Superintendent provides leadership in the organization and administration of schools.

Position Responsibilities:

- Provides leadership to school principals in all matters related to the areas of implementing successful instructional programs, school organization, and school management.
- Provides leadership to assigned schools in school improvement planning.
- Communicates and collaborates with principals, teachers, and community members.
- Addresses needs and concerns as related to the successful administration of schools.
- Implements the process for the selection and assignment of school-based administrators.
- Conducts all end-of-year conferences for ineffective teachers who are provisional, probationary, or non-tenured. Prepares recommendations to the Chief School Management and Instructional Leadership Officer for non-renewal consideration.
- Works collaboratively with the Director of Staff Relations to conduct staff investigations.
- Supervises and evaluates the performance of school principals according to established procedures.
- Develops professional development programs for school-based administrators.
- Provides leadership in all matters related to the daily operation of schools, including the implementation of instructional programs, school organization and management, and athletics.
- Supervises, evaluates the performance of, and provides professional support to the Performance, Equity, and Community Response Director.
- Provides ongoing, customized leadership development experiences for emerging, developing, practicing, and accomplished leaders within the Division of Instruction.
- Facilitates the school-based administration and K-12 articulation of policies and programs.
- Aligns school improvement efforts and professional support with the HCPSS Strategic Plan.
- Maintains communication among school administrators, teachers, students, parents, and the community.
- Investigates and reports to the Chief School Management and Instructional Leadership Officer on matters of school administration.
- Evaluates best practices in conjunction with developing and preparing recommendations to improve efficiency and system-wide continuous improvement.

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:

- Have a Master's Degree in education with an emphasis on curriculum, instruction and educational leadership.
- Hold or be eligible for a Maryland Advanced Professional Certificate with the Administrator II Endorsement.

Experience:

- Five years of successful experience in school administration, with at least three 3 years of must be as a school principal.

Preferred Qualifications:

- Doctoral degree in education with an emphasis in curriculum, instruction, and/or educational leadership.
- Hold, or be eligible for, the Superintendent endorsement on the Maryland Advanced Professional Certificate.
- School-based administrative experience across the elementary and secondary levels.
- A demonstrated ability to communicate and work effectively with professional staff, parents, and community groups.
- Experience and understanding of principal performance evaluation.
- Knowledge and experience using data-driven decision making that ensures high quality professional development for school administrators and system leaders.
- Experience implementing a coaching model to support the development of school administrators.
- Excellent oral and written communication skills.
- Knowledge of adult learning and change theories.
- Proficiency with the use of technology.

Salary:

This is a 12-month position on the Administrative, Management, and Technical Salary Scale, Group II. The current salary range for the position is \$180,000. 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:

Please complete the online application and all application materials, including **three** reference surveys, in a timely manner.

Be sure to include the following in your application materials:

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

For questions regarding this vacancy, please contact:

Jennifer Sifuentes, Ed. D.
Coordinator, Human Capital Operational Management & Educator Certification
Office of Human Resources
(410) 313-7338
Jennifer_Sifuentes@hcpss.org

Additional Information:

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

Only applicants who submit all of the application materials by the closing 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.