

Assistant Principal, High School Candidate Pool

ABOUT US

The Howard County Public School System (HCPSS) is one of the leading school systems in Maryland and the nation. To learn more about us and our [2024 -2029 Strategic Plan](#), please visit our [website](#) and our [careers page](#). Join our award-winning workforce and make a difference in the lives of our students!

This position is posted to identify candidates for inclusion in the candidate pool for assistant principal (12-month) or leadership intern vacancies (10-month, 10 days) vacancies that may occur for the 2025-2026 and 2026-2027 school years. Application evaluations and interviews for qualified candidates are expected to occur during the time periods below.

- November/December – for applications submitted through October 31, 2025
- February/March – for applications submitted through February 1, 2026

Applications submitted after February 1, 2026 may be considered depending on the needs of the school system.

DESCRIPTION

Under the direction of the principal, the 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.

MINIMUM QUALIFICATIONS

Education:

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

Certification/Licensure:

- Hold a current Maryland State Department of Education (MSDE) professional certificate or license in an [MSDE licensure area](#) at the time of application with any of the additional endorsements below:
 - Administrator I or II
 - Supervisors of Instruction, Assistant Principals, and Principals

Applicants who do not already possess the required licensure above may be considered if you are eligible through one of the pathways below:

- Hold a current MSDE professional certificate or license and complete all MSDE requirements for the Supervisors of Instruction, Assistant Principals, and Principals endorsement by the position effective date.
- Hold a current professional certificate or license in administration from another state or country and possess five years of effective performance as an administrator in a PreK-12 school setting.
- Hold a current out-of-state educator certificate or license and have completed both of the following:
 - An out-of-state program leading to administrator licensure
 - Earned a passing score on the School Leaders Licensure Assessment (Praxis 6990)

Experience:

- Five (5) years of experience as a certificated or licensed educator, at least two (2) years of which must be at the high 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.
- Understands and contributes to the cycle of continuous school improvement.

ESSENTIAL POSITION RESPONSIBILITIES

The below list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

- 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 conducive to learning for 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.

APPLICATION REQUIREMENTS

Complete applications must be submitted, and once your application has been submitted, you will not be able to add documentation or make any changes. Incomplete applications will not be considered. Resumes will not be accepted in lieu of a completed application.

Required Information and Documentation

- All current and prior employment experience in education is listed on the application.
- A current resume uploaded.
- Responses to the below supplemental application questions.
- All current educator certificates or licenses uploaded. If your certificate or license does not show an administrator endorsement and you have recently completed an approved program leading to licensure in this area, you must upload the applicable transcript(s).

Supplemental Application Questions

This position requires applicants to provide responses to the six (6) below supplemental application questions to determine whether you meet the minimum and preferred qualifications. **Please upload your responses in a single separate file to the supplemental application questions section of the application.**

- 1) Please list all certificated/licensed educator positions you have held. Include the grade levels and curricular areas served, locations/employers, and date ranges for each.
- 2) Please describe your experience holding leadership roles, leading beyond the classroom, or leading programs or projects, including any responsibilities for making decisions at a whole-school or school-system level. Please also identify the position(s) you held in which you gained this experience.
- 3) Please describe any experience you possess serving students with diverse needs and how you worked to meet those needs. Please also identify the position(s) you held in which you gained this experience.
- 4) Please describe up to two examples of experience you possess utilizing data related to equity to provide

learning experiences that promote cultural responsiveness and success for all learners. Please also identify the position(s) you held in which you gained this experience.

5) Please describe up to two examples of experience you possess mentoring or coaching educators on evidence based pedagogical practices to improve instruction and meet the needs of all students. Please include in your response the outcome of your mentoring or coaching and how instruction and/or student needs were impacted. Please also identify the position(s) you held in which you gained this experience.

6) Please describe up to two examples of experience you possess participating in the cycle of continuous school improvement. Please also identify the position(s) you held in which you gained this experience.

SELECTION CRITERIA

Applicants who meet the minimum qualifications will be included in further evaluation. Experience and accomplishments articulated in the application materials and responses to supplemental questions will be considered in the selection of candidates for interviews. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

EMPLOYMENT INFORMATION

Compensation

This is a 12-month per year position in the Howard County Association of Supervisors and Administrators-Administrators (HCASA). The [current salary range](#) for this position is Grade III on the School-Based Administrators salary scale. Step placement will be in accordance with the salary procedures of the Howard County Public School System and the HCASA Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

Retirement

Membership in the Maryland State Retirement Agency (MSRA) pension plan is a mandatory condition of employment for all employees who meet the eligibility and membership criteria defined in the State Personnel and Pensions Article and the Code of Maryland Regulations (COMAR). A qualifying employee cannot reject membership, nor can an ineligible employee elect membership. The annual contribution to the pension plan will be 7% of an employee's annual salary.

Benefits

HCPSS offers a [comprehensive benefits package](#) for eligible employees. Information about additional benefits such as paid time off can be found in the [negotiated agreement](#) for employees in this bargaining unit.

Pre-Employment Requirements

Professional references will be contacted prior to any offer of employment. Recommended candidates will be required to provide references from current and recent supervisors.

All employees, regular and temporary, must be fingerprinted, have a criminal background investigation completed, and successfully complete the Maryland Employment History Review, pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland. In addition, some positions will require completion of a

physical examination and/or drug testing.

Anyone offered employment is required to provide proper identification and documentation of eligibility for employment in the United States. HCPSS participates in E-Verify and does not offer employee sponsorship.

For questions regarding this posting, please contact Sandy Saval at sandy_saval@hcpss.org.

EQUAL OPPORTUNITY EMPLOYER

To request an accommodation during the application or interview process due to a documented disability, please email humanresources@hcpss.org.

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.

Join our award-winning workforce and make a difference in the lives of our students!