



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

VACANCY ANNOUNCEMENT

OCTOBER 19, 2021

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

COORDINATOR OF SUPPLEMENTAL INSTRUCTION

Internal Applicants Only

Under the direction of the Executive Director for Curriculum, Instruction, and Assessment and the Supervisors of Mathematics and Reading, English, and Language Arts, provides instructional and administrative leadership for the coordination of supplemental instruction, complying with all MSDE reporting requirements for all HCPS supplemental instruction for at-risk students.

- *This is a 2-year grant funded assignment to be in effect through June 30, 2024.*

Grant funded assignments will be in effect as stipulated in the grant. Assignment continuation is contingent upon available grant funding.

DUTIES AND RESPONSIBILITIES INCLUDE

These 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.

- Provides leadership for the comprehensive, effective, and reasonably uniform manner regarding supplemental instructional programs, which includes intervention and summer school.
- Oversees the work of the Supplemental Instruction Administrative Support Technician, academic tutors, and appropriate Summer Learning Program faculty and staff.
- Works cooperatively with the Offices of Curriculum, Instruction, and Assessment, Education Services, Technology, and Student Support Services to coordinate, develop, implement, and evaluate supplemental instruction programs.
- Works collaboratively with the Instructional Leadership Team at the Swan Creek School regarding the development and implementation of supplemental learning opportunities for students.
- Works collaboratively with the Offices of Budget and Finance and Office of Family and Community Partnerships to develop, oversee, and evaluate appropriate operating and restricted budgets.
- Works cooperatively with Instructional Leadership Teams to support school performance and achievement initiatives, such as North Star.
- Provides leadership for central office and schools regarding the alternative placement of students in online and hybrid models of instruction.
- Provides leadership for and coordinates supplemental learning opportunities, while working collaboratively with the Coordinator of Instructional Technology.
- Provides leadership for the Supplemental Instruction grant, including the development, oversight, management, implementation, and evaluation.
- Observes, supports, and evaluates teachers as appropriate.
- Leads, develops, and monitors the academic tutoring program for the school system, including the recruitment, selection, and placement of academic tutors, and makes suggestions and referrals for services from other departments as needed.
- Leads the identification and evaluation of online vendor(s) contract(s) to support supplemental instruction programs.
- Plans and conducts professional development to support the development and implementation of supplemental instruction programs.
- Researches and evaluates trends in supplemental instruction to develop and recommend systemic initiatives to enhance student learning.
- Attends Maryland State Department of Education and other agency meetings as appropriate.
- Prepares and presents reports about programs related to supplemental learning programs under the direction of the Executive Director for Curriculum, Instruction, and Assessment and the Supervisors of Mathematics and Reading, English, and Language Arts.
- Performs other work-related duties as assigned.

SALARY

This is a twelve-month position with twenty (20) days of annual leave. Salary range based on the FY 2021-2022 APSASHC Salary Schedule for Administrative and Supervisory Personnel.
Grade 1 Salary Range: \$105,967 - \$128,020

REQUIREMENTS

- Master's degree in education from an accredited college or university.
- Hold a current Advanced Professional Certificate endorsed as an Administrator I.
- Five years successful teaching and/or administrative experience, preferably at both the elementary and secondary levels.
- Successful experience managing long-term projects and grants.
- Proficient in the use of Microsoft Office software programs and eLearning platforms.
- Experience working with data collection, analysis, and interpretation in an educational setting.
- Experience with online learning preferred.
- Excellent written, organization, and communication skills.
- Exemplary human relation skills.
- Demonstrated leadership, management, and organizational skills.
- Demonstrated knowledge of culturally responsive pedagogy.
- Demonstrated knowledge or training in adult learning theory and/or peer coaching techniques, as well as culturally responsive adult learning theory.

HOW TO APPLY

Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at www.hcps.org. If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.

DEADLINE

Online applications will be accepted for this vacancy through Tuesday, October 26, 2021.

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, *et seq.*), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to Paula.Stanton@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

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.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE