



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

VACANCY ANNOUNCEMENT

January 12, 2022

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.

Supervisor of Teacher Preparation and Professional Development

Develops, implements, and coordinates all teacher preparation and development opportunities, including new teacher induction.

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 teacher preparation and development.
- Works cooperatively with the Offices of Curriculum, Instruction, and Assessment, Educational Services, Student Support Services, and school-based leadership to coordinate, develop, implement, and evaluate teacher preparation and development programs.
- Works cooperatively with the Office of Budget, Finance, and Purchasing in the development, oversight, and management of the teacher preparation and development operating budget.
- Works collaboratively with the Office of Grants and Business and Community Partnerships to develop, oversee, and evaluate appropriate federal and state grants.
- Works collaboratively with the Office of Human Resources to coordinate, monitor, and track teacher preparation, recruitment, and retention programs and participation.
- Observes, supports, and evaluates teachers in conjunction with school-based Instructional Leadership Teams and Content Supervisors as appropriate.
- Provides leadership for and coordinates professional learning opportunities regarding the teacher induction program and teacher professional development for the school system.
- Leads and implements the instructional coach program for all untenured teachers in HCPS.
- Evaluates instructional coaches in collaboration with school administrators and content supervisors.
- Serves as liaison to the Maryland State Department of Education (MSDE) and other agencies and attends MSDE and other agency meetings as appropriate.
- Serves as the liaison with local, state, and national organizations and groups which focus on teacher preparation and teacher leader development.
- Collaborates with university partners and school administrators to facilitate the implementation of Professional Development Schools, as well as individual student intern placements.
- Collaborates with Harford Community College to facilitate field placements for students in education courses.
- Develops and implements a program of regular professional development for instructional coaches and teacher specialists.
- Researches and evaluates trends in teacher preparation and professional development to develop and recommend systemic initiatives to enhance student and adult learning.
- Evaluates the overall organizational effectiveness regarding the teacher preparation and development programs throughout the school system.
- Prepares and presents reports about programs related to teacher preparation and professional development programs under the direction of the Director of Curriculum, Instruction, and Assessment.

OTHER RESPONSIBILITIES

- Performs other work-related duties as assigned.

SALARY	<p>This is a twelve-month position with twenty (20) days of annual leave. Salary range based on the FY 2021-2022 salary schedule for Administrative and Supervisory personnel.</p> <ul style="list-style-type: none"> • Grade 4 Salary Range: \$115,793 - \$139,891
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • Master's degree from an accredited college or university. • Hold or be eligible for an Advanced Professional Certificate endorsed as an Administrator I. • Five years successful teaching and/or administrative experience, preferably at both the elementary and secondary levels. • Proficient in the use of Microsoft Office software programs and eLearning platforms. • Experience working with data collection, analysis, and interpretation in an educational setting. • Strong content knowledge in the areas of adult learning theory and/or peer coaching techniques, as well as culturally responsive adult learning theory. • Excellent written, organization, and communication skills. • Exemplary human relation skills. • Demonstrated leadership, management, and organizational skills. • Demonstrated knowledge of culturally responsive pedagogy.
HOW TO APPLY	<p>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.</p>
DEADLINE	<p>Online applications will be accepted for this vacancy until the position is filled. Candidates who apply by January 26, 2022 will be given first consideration.</p>

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