



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

VACANCY ANNOUNCEMENT

January 26, 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.

DIRECTOR OF ORGANIZATIONAL DEVELOPMENT AND CONTINUOUS LEARNING

Under the direction of the Chief of Administration, manages and supports the assessment of organizational needs and the design, implementation and evaluation of programs and services that facilitate the professional growth and continuous learning of all staff within Harford County Public Schools, while also working to strengthen pipelines for future school system employees.

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.

- Serves as a member of the HCPS Senior Staff.
- Provides oversight and evaluates members within the Office of Organizational Development.
- Works cooperatively with all HCPS Offices to coordinate, develop, implement, and evaluate all organizational development programs, leadership, and equity and cultural proficiency.
- Provides leadership for a comprehensive, effective, and reasonably uniform manner with regard to organizational development programs.
- Provides leadership and direction in the development and management of the Master calendar, systemic initiatives, and system-wide organizational development programs and opportunities.
- Collaborates with institutions of higher education and other workforce entities to create and sustain local feeder programs for future school system employees.
- Works collaboratively with the Office of Curriculum, Instruction, and Assessment relating to teacher professional learning/pipelines.
- Develops and sustains programs to ensure succession planning for HCPS leadership positions.
- Provides leadership to the Office of Equity and Cultural Proficiency, to ensure the efficient and effective use of resources and delivery of organizational and professional learning that is culturally proficient.
- Works cooperatively with the Office of Budget, Finance, and Purchasing in the development, oversight, and management of the organizational 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 participation in personalized learning programs.
- Serves as liaison to the Maryland State Department of Education (MSDE) and other state, local, and national organizations which focus on organizational development programs.
- Attends Maryland State Department of Education and other agency meetings as appropriate.
- Researches and evaluates trends in the area of organizational development and recommends systemic initiatives.
- Prepares and presents reports about programs related to organizational development under the direction of the Chief of Administration.
- Participates in the development, implementation, evaluation, and revision of the HCPS Master Plan and School Performance and Achievement plans as they relate to organizational learning.
- Understands and implements state laws, regulations, and local policies and procedures pertaining to organizational development.

OTHER RESPONSIBILITIES	<ul style="list-style-type: none"> Evaluates the organizational effectiveness of operational programs within all facets of the organization. Responds to inquiries and requests by the Board of Education and other stakeholders. Handles and shares correspondence related to organizational development matters from other school systems, MSDE, and colleges and universities. 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 Executive personnel.</p> <ul style="list-style-type: none"> Grade K Salary Range: \$159,063 - \$180,559
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> Master's degree in educational administration, organizational development, curriculum and instruction, or a related field, from an accredited college or university OR an equivalent combination of education and experience which provides the required knowledge, skill, and abilities deemed sufficient to prepare the applicant to successfully perform the duties of the position. Five years of supervisory and/or leadership experience in public education, PK-12 experience is preferred. Training and/or experience in the area of organizational development with emphasis on the adult learner. Hold and maintain a valid driver's license to carry out the essential functions of the position. Successful participation in systemic school, county, or state level initiatives, to include committees, task forces or other organized groups. Demonstrated effective leadership, decision-making, and problem-solving skills. Exemplary supervisory performance evaluations. Knowledge of and skill in instructional and administrative technology software and equipment. Proficient in the use of Microsoft Office software programs and eLearning platforms. Excellent planning and organizational skills. Excellent interpersonal and oral/written communication 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 February 9, 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