



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

**VACANCY ANNOUNCEMENT**

**JULY 7, 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.

**EXECUTIVE DIRECTOR OF CURRICULUM, INSTRUCTION,  
 AND ASSESSMENT**

Under the direction of the Superintendent, provides leadership and direction in the development, implementation, evaluation, and coordination of curriculum, instruction, school performance and achievement, and assessment throughout, PreK-12+ within Harford County Public Schools (HCPS).

**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 Superintendent's Senior Staff, Executive Leadership, and Instructional Leadership Teams.
- Directs and monitors the development, implementation, evaluation, revision, quality, and appropriateness of curriculum, instruction, and assessment documents and materials for HCPS.
- Studies, evaluates, and recommends the adoption of new materials, methods, and programs in curriculum, instruction, and assessment.
- Directs the adoption, implementation phases, and evaluation of the components for the HCPS instructional and curriculum management systems.
- Directs the adoption, implementation phases, and evaluation of the components of the HCPS instructional data management system.
- Directs and coordinates digital teaching and elearning, innovation in learning, intervention, supplemental instructional, and gifted and talented programs, the school performance and achievement process, and the North Star Initiative.
- Provides leadership for all offices involved in developing and implementing curriculum, instruction, school performance and achievement, assessment, and the North Star Initiative in all HCPS schools.
- Directs, monitors, and evaluates the Office of Curriculum, Instruction, and Assessment staff.
- Leads the development, delivery, and evaluation of teacher preparation and professional learning, including new teacher orientation and coaching.
- Monitors and assesses the progress of curriculum, instructional, and assessment programs and completes essential reports for the Superintendent.
- Interprets the system-wide curriculum, instruction, and assessment programs to the citizenry of Harford County.
- Provides leadership in developing, implementing, and monitoring all HCPS instructional grants.
- Leads the preparation of the operating budget pertaining to the Office of Curriculum, Instruction, and Assessment, and is a member of the Superintendent's Budget Committee.
- Chairs and provides leadership to all activities of the General Curriculum Committee
- Recommends policy, procedures, and/or practices related to curriculum, instruction, and assessment.
- Provides leadership in the organization and operation of all curriculum and subject area citizen advisory committees within the guidelines established and develops and maintains the calendar of all curriculum and citizen advisory committee meetings.
- Understands and implements state laws, regulations, and local policies and procedures pertaining to curriculum, instruction, and assessment.
- Coordinates regularly scheduled meetings between personnel of Harford Community College and Harford County Public Schools to discuss curriculum, instruction, and assessment topics key to both institutions.
- Serves as both liaison to the MSDE Division of Instruction and point-of-contact for the Annual Update to the Bridge of Excellence Master Plan; assists in overseeing the development, implementation, and evaluation of the Harford County Public Schools Master Plan.

**OTHER RESPONSIBILITIES**

- 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 2022-2023 APSASHC Salary Schedule for Administrative and Supervisory Personnel.

- Grade L Salary Range: \$177,363 - \$202,795

**REQUIREMENTS**

- Master's degree in education, curriculum and instruction, administration and/or supervision, or related area.
- Hold or be eligible for a Maryland Advanced Professional Certificate with an Administrator II endorsement.
- Five years of successful experience as a school-based and/or central office administrator with experience in the administration of curriculum, instruction, and assessment.
- Training and/or experience in 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 organizational, interpersonal, and oral/written communication skills.
- Demonstrated knowledge of culturally responsive pedagogy.

**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](http://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 until the position is successfully filled. Candidates who apply by **Thursday, July 21, 2022** will receive first consideration.

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 Renée McGlothlin, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-588-5247 or by email to [Renee.McGlothlin@hcps.org](mailto:Renee.McGlothlin@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***