



## Human Resources Office

102 S. Hickory Avenue  
Bel Air, Maryland 21014  
410-588-5226 - [www.hcps.org](http://www.hcps.org)  
AN EQUAL OPPORTUNITY EMPLOYER

## VACANCY ANNOUNCEMENT

January 24, 2023

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 SCIENCE

To provide instructional and administrative leadership which promotes effective science programs and science teaching in the Harford County Public Schools.

### DUTIES AND RESPONSIBILITIES INCLUDE

- Provides leadership for a comprehensive, effective, and reasonably uniform programs of science education, Pre-K through 12.
- Assists with the observation and evaluation of science teachers, as needed.
- Initiates and coordinates curriculum and assessment development, implementation, and evaluation, PreK-12.
- Provides leadership to teachers, administrators, and others at all levels regarding the science program and effective teaching.
- Plans and conducts professional development experiences and programs to promote and to support high quality instruction.
- Works collaboratively with the Supervisor of Magnet and CTE Programs to support the science components of magnet programs.
- Disseminates information pertinent to professional growth, curriculum trends, student activities, special awards, etc. to teachers, department chairpersons, and others.
- Evaluates instructional materials and instructional technology and assists schools in selecting appropriate materials and equipment.
- Assists in recruiting, selecting, and placing teachers of science.
- Serves as the liaison with local, state, and national organizations and groups which focus on science and/or science education, such as MSDE.
- Assists in planning instructional facilities for new and remodeled schools.
- Recommends policy and administrative guidelines as well as possible modifications to policies and administrative guidelines associated with science education.
- Interprets the science policies, content standards, and teaching strategies to the public, business community, colleges, and universities.
- Coordinates science activities sponsored by a variety of private and governmental agencies.
- Communicates current research and best practices in curriculum, instruction, and assessment in science content to Professional Learning Communities, such as department chairpersons and science facilitators.
- Evaluates and enhances the environmental education program for all students and administers the Harford Glen Environmental Education Center.
- Provides instructional and administrative leadership in support of the Elementary Science Kit Distribution Center and all planetaria facilities.
- Reviews, initiates and/or expedites the replacement, repair, and disposal of instructional supplies, materials, and equipment.
- Reviews, evaluates, and supervises the duty assignments and activities of personnel evaluated by the Supervisor of Science.
- Prepares and administers those sections of the local Operating Budget pertaining to science education.
- Participates in the review, acquisition, utilization, and evaluation of grants to support science education.

### OTHER RESPONSIBILITIES

- Performs other work-related duties as assigned.

<b>SALARY</b>	<p>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.</p> <ul style="list-style-type: none"> <li>Grade 4 Salary Range: \$125,359 – 151,447</li> </ul>
<b>REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>Master's degree from an accredited college or university.</li> <li>Hold or be eligible for an Advanced Professional Certificate endorsed in one or more science areas.</li> <li>Hold or be eligible for an Administrator I endorsement at time of application.</li> <li>Five years successful teaching and/or administrative experience.</li> <li>Proficient in the use of computer technology including Microsoft Office and a variety of eLearning platforms, including curriculum management systems and teacher observation and evaluation systems.</li> <li>Strong content knowledge and experience in the area of Science, as well as instructional pedagogy and adult learning theory.</li> <li>Experience working with data collection, analysis, and interpretation in an educational setting.</li> <li>Excellent planning, organization, and communication skills.</li> <li>Exemplary interpersonal and human relation skills.</li> <li>Demonstrated leadership, management, and organizational skills.</li> <li>Demonstrated knowledge of culturally responsive pedagogy.</li> </ul>
<b>HOW TO APPLY</b>	<p>Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at <a href="http://www.hcps.org">www.hcps.org</a>. If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.</p>
<b>DEADLINE</b>	<p>Online applications will be accepted for this vacancy through Friday, February 3, 2023.</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 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***