



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: talentmanagement@hcps.org

www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

November 18, 2024

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.























ASSISTANT PRINCIPAL POOL – ELEMENTARY

To provide leadership in the operation of the school by assisting the principal of an elementary school.

This advertisement will be used to create a pool of candidates to fill positions that become available for the 2025-2026 school year or as immediate needs are identified. Candidates selected for the pool will receive active consideration through June 30, 2028. Harford County Public Schools reserves the right to re-advertise and modify the content of this announcement at any time; this may be the only advertisement for this position during the aforementioned period.

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE

These items 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.

-  Participates with the principal and other leadership personnel in the management of the school.
-  Assumes the responsibility of the school in the absence of the principal.
-  Assists the principal and other leadership personnel in developing, implementing, and evaluating the instructional program and staff development activities.
-  Utilizes a variety of data to support school improvement initiatives and the implementation of Professional Learning Communities.
-  Supports the leadership in analyzing student achievement data to improve instruction in the classroom.
-  Participates with the principal and instructional personnel in staff observations, evaluations, and follow-up conferences.
-  Assists with the maintenance of inventories and the ordering and distribution of supplies and materials.
-  Assists in the management of school fund accounts and the educational budget.
-  Assists in the maintenance of student and personnel records.
-  Obtains and orients substitute teachers.
-  Participates with other leadership personnel in conferences with students, teachers, parents, and other community members.
-  Assists in student disciplinary matters and helps insure a safe and orderly school.
-  Meets with students, parents, and staff for the purpose of interpreting and administering school and system policies and programs.
-  Shares responsibility for the direction of the activities program, school calendar, clubs, and assemblies.
-  Develops further his/her own professional abilities and those of the school staff.
-  Articulates the goals of the Board of Education and demonstrates an understanding of the Harford County Public School's Master Plan.
-  Accepts the shared responsibility for the achievement of students.
-  Advocates a child-centered approach to school and student management.
-  Provides authentic feedback to the principal regarding the operation of the school.
-  Supervises evening and after school activities, as needed.
-  Performs services and responsibilities in one or more school locations as assigned.
-  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 Grade 2 of the FY 2024-2025 APSASHC Executive Salary Schedule for Administrative and Supervisory Personnel – 12 Month Employees. Starting Salary: \$123,534 – Maximum Earnings Potential \$149,243.
- Assistant Principals who earn 30 additional credits beyond a Master's Plus 30 will receive a \$3,000 stipend.
- Assistant Principals who earn a Doctorate shall receive a \$500 stipend.
- Full salary schedules can be found at the bottom of the Current Vacancies webpage <https://www.hcps.org/departments/humanresources/vacancies.aspx>
- HCPS offers an expansive benefits package including medical, vision, dental, life insurance, retirement savings, pension, paid time off, and more.
- For a complete list of benefits, please visit the Employment Benefits section of the Human Resources webpage: <https://www.hcps.org/departments/HumanResources/Default.aspx>
- For more information on holidays and paid time off, please refer to the Holidays and Leave Provisions sections of the Association of Public School Administrators and Supervisors of Harford County (APSASHC) Negotiated Agreement: <https://www.hcps.org/boe/collectivebargaining.aspx>
- FLSA: Exempt

TRAINING AND EXPERIENCE REQUIRED

- Master's degree from an accredited college or university.
- Maryland Advanced Professional Certificate endorsed in elementary and/or secondary education.
- Hold or be eligible for a Maryland Advanced Professional Certificate endorsed as an Administrator I at the time of application.
- Five years of successful teaching experience, preferably at the Elementary school level.
- Documentation of a minimum of three equivalent years of experience in related leadership roles.
- Exemplary performance evaluations/references.
- Evidence of excellent organizational, human relations, instructional, and curriculum methodology skills and experience.
- Knowledge and skills with instructional and administrative technology software and equipment.

HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at www.hcps.org. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

In order to be considered, applicants who are not employees of Harford County Public Schools must include proof of eligibility for APC certification with an Administrator I endorsement at the time of application.

DEADLINE

Online applications will be accepted for this pool through 11:59 p.m. Friday, January 3, 2025.

The Board of Education of Harford County is committed to providing an inclusive and welcoming environment for all employees and applicants. We adhere to the principles of equal opportunity in all aspects of employment and do not discriminate on the basis of race, color, national origin, sex (including pregnancy and related conditions, sexual orientation, and gender identity), religion, disability, age, genetic information, or any other characteristic protected by applicable federal, state, or local laws.

In accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964, the Board of Education of Harford County prohibits discrimination based on sex, race, color, national origin, religion, or any other protected characteristic in any program or activity it operates. The Board of Education of Harford County encourages applications from all qualified individuals.

Inquiries or concerns about your rights related to Title IX can be directed to our Title IX Coordinator, Dr. Eric Davis, at 102 South Hickory Ave, Bel Air, MD 21014, 410-588-5202, or TitleIX@hcps.org. Inquiries related to your rights under Title VI or Title VII can be directed to our Coordinator of Investigations, Ms. Renee McGlothlin, at 410-809-6087 or Renee.McGlothlin@hcps.org. Harford County Public Schools' non-discrimination policy can be accessed here: [NON-DISCRIMINATION POLICY: \(hcps.org\)](#) and found on the HCPS website under Board of Education Policies and Procedures. Harford County Public Schools' non-discrimination statement can be accessed here: [NON-DISCRIMINATION STATEMENT: \(hcps.org\)](#) and found on HCPS' homepage.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE