



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

www.hcps.org

AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT

February 10, 2021

ASSISTANT SUPERVISOR OF ACCOUNTABILITY

Responsible for essential Accountability operational activities, including support for staff members regarding accountability and assessment matters, maintaining various databases and assessment platforms, and creating, interpreting, and analyzing student performance measures.

DUTIES AND RESPONSIBILITIES 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.

- Develops and provides professional learning to school test coordinators regarding the state and local assessment programs.
- Provides support to school test coordinators in preparation and administration of state and local assessments.
- Manages and maintains the accuracy of graduation assessment requirement information.
- Assists with the administration of SAT School Day in partnership with the Offices of Personalized Learning and School Counseling.
- Provides support to content offices regarding local assessments and data requests such as course enrollment, reporting, and survey administration.
- Maintains various assessment and accountability databases and spreadsheets using Microsoft Access and Excel.
- Prepares reports regarding assessment and accountability measures.
- Provides and interprets student performance metrics for various stakeholders for the purpose of planning and evaluating school and system-wide improvement initiatives.
- Maintains the district course catalog, including resolving errors, supporting school-based staff schedulers, and course updates in the Student Education Planning Guide.
- Collaborates with the Office of Technology and Information Systems to maintain accurate student and school data for reporting to the Maryland State Department of Education.
- Manages the validation of the Parent/Guardian Permissions annual data collection.
- Serves on a variety of district-wide committees representing the Office of Accountability, including related North Star committees.
- Organizes and prioritizes tasks for other members of the office.
- Assumes the responsibility of the Office of Accountability in the absence of the Supervisor of Accountability.
- Performs other work-related duties as assigned.

SALARY

Salary range based on the FY 2020-2021 AHCATSP Salary Schedule for Non-Certified Administrative, Technical and Supervisory Professionals.

- Grade G - Salary Range: \$96,986 - \$117,177

REQUIREMENTS

- Bachelor's degree from an accredited college or university.
- Five years of successful experience in a related area, preferably within an educational setting.
- Demonstrated effective leadership, decision-making, and problem-solving skills.
- Proficient with the use of Microsoft Office software programs and eLearning platforms.
- Experience in data collection, management, analysis, and reporting.
- Exemplary human relation skills with the ability to work effectively with a wide range of customers who possess varying skill levels and technical knowledge.

- ☺ Strong project management skills and ability to manage multiple projects simultaneously within deadlines.
- ☺ Hold and maintain a valid driver's license to carry out the essential functions of the position.
- ☺ Excellent interpersonal and oral/written communication skills.

HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Current Job Openings 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.

DEADLINE

Online applications will be accepted for this vacancy until the position is successfully filled. Candidates who apply by Tuesday, February 23, 2021 will receive immediate 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 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