



AN EQUAL OPPORTUNITY EMPLOYER

PLEASE POST

Harford County Public Schools

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

EXECUTIVE DIRECTOR OF MIDDLE SCHOOL PERFORMANCE

To provide leadership and direction for middle schools in Harford County Public Schools.

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.

- ❖ Serves as a member of the Superintendent's Staff and the HCPS Leadership Team.
- ❖ Provides leadership for middle school programs.
- ❖ Provides leadership in the reform of middle school programs.
- ❖ Conducts an administrative review annually with each middle school principal.
- ❖ Assumes responsibility for the direction of curriculum development and instructional improvement activities at the middle school level.
- ❖ Provides leadership for staff development in middle schools.
- ❖ Organizes and provides means for review and selection of instructional materials, supplies, and equipment.
- ❖ Collects and evaluates data from which recommendations are made to the Superintendent of Schools.
- ❖ Informs the Superintendent of Schools of the requirements, achievements, and needs of middle schools.
- ❖ Assists administrators and supervisors in developing budgetary requests to meet school needs.
- ❖ Participates in employing, assigning, supervising, and evaluating middle school administrators and supervisors.
- ❖ Serves as a member of the General Curriculum Committee.
- ❖ Assists in planning, implementing, and evaluating federal programs operating at the middle school level.
- ❖ Acts as a liaison to colleges and universities, particularly in connection with student teachers.

SALARY:

This is a twelve-month administrative position with twenty days of annual leave. Annual salary is \$127,762

REQUIREMENTS:

- ❖ Master's degree in education, curriculum and instruction, supervision, or a related area.
- ❖ Five years of successful experience as an administrator, preferably at the middle school level.
- ❖ Excellent organizational and interpersonal skills.
- ❖ Excellent oral and written communication skills.

APPLICATION: Individuals meeting the employment qualifications for the position and desiring to be a candidate may obtain an application from our web site, www.hcps.org, any of the Harford County Public Schools, or from the Human Resources Office at 102 S. Hickory Avenue, Bel Air, Maryland 21014. A resume will not be accepted in lieu of an application.

DEADLINE: This posting will remain open until the position is filled. Applications must be returned to the Human Resources Office.

April 27, 2010

The Harford County Public School System does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, marital status, genetic identification, political affiliation, or disability in matters affecting employment or in providing access to programs for employees. Inquiries related to the policies of the Board of Education of Harford County should be directed to the Director of Public Information at 410-588-5203.

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