



Superintendent, Howard County Public School System – State of Maryland

Employer – Howard County Board of Education

Location – Ellicott City, Maryland

Salary for this integral leadership position begins at \$ 276,000

Who We Are:

The Howard County Board of Education and Howard County Public School System is dedicated to creating a culture of learning and continuous improvement that provides every child with a high quality, rich, and rigorous education, through a system of integrated schools in which every school represents a strong, diverse, and vibrant community of learners. With a mission of ensuring the academic success and social-emotional well-being for each student in an inclusive and nurturing environment that closes opportunity gaps. The System serves more than 57,000 students across 78 schools and programs.

Why We Do This Work:

The driving force of the success of the Howard County Public School System is the Superintendent who is responsible for bringing the mission, vision, and core beliefs of the Howard County Public School System to life through a commitment to continuous improvement and innovation with a focus on results. We believe that all children, regardless of circumstances, can achieve at high levels academically with the support of teachers who deliver engaging, relevant, and academically rigorous instruction that excites students and instills in them a love of learning.

What We Need:

The Superintendent of the Howard County Public School System is expected to inspire, lead, guide, and direct every member of the administrative, instructional, and support services staff in setting and achieving the highest standard of excellence, so that each student enrolled in the system may be provided with an appropriate and effective education. Leadership and management responsibilities of the Superintendent extend to all activities of the system, to all phases of the educational program, to all aspects of the financial operation, to all parts of the physical plant, and to the conduct of such other duties as may be assigned by the Board. The Superintendent may delegate these duties together with appropriate authority but may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.

Essential Duties and Responsibilities:

A. Instructional Leadership

1. Ensures that a system of thorough and efficient education, as defined in state law and code is available to all students.

2. Develops and articulates a compelling vision for the system that promotes academic achievement, equity, and innovation. Leads the implementation of strategic initiatives to advance the system's goals and objectives.
3. Ensures that the goals of the school system are reflected in its educational program and operations.
4. Provides for the timely completion of annual system and school-level reporting and planning requirements including school report cards, pupil performance objectives, and a quality assurance report to the public.
5. Reviews with staff all curriculum guides and courses of study annually in accordance with a Board adopted evaluation schedule.
6. Recommends curricula, courses, textbooks, and time schedules, for Board adoption to ensure high-quality teaching and learning experiences for all students.
7. Ensures implementation and evaluation of all Board-approved written curriculum for all subjects and inclusion of mandated programs and state core curriculum content standards.
8. Provides curriculum articulation among grades and schools in the system and between/ among constituent systems in a regional school system or sending-receiving agreement.
9. Encourages staff to develop programs, services and projects that reflect instructional diversity, alternatives, and flexibility, while assuring an articulated, consistent education for all students.
10. Ensures the effectiveness of the instructional program by measuring student achievement against state and local standards and initiates program changes, as necessary.
11. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.
12. Seeks out available sources for grant funding to support programs and projects.
13. Keeps professionally current and informed on research-based educational practices.
14. Fosters a culture of continuous improvement and data-driven decision-making.
15. Monitors and analyzes student performance data, demographic trends, and other relevant metrics to assess progress toward system goals. Holds schools and departments accountable for achieving desired outcomes.
16. Works actively and extensively with community partners and families to promote academic performance for all students.

B. Equity-based Leadership

1. Gains the trust and respect of all staff, cultivating personal accountability among staff for excellent service, problem solving, and efficiency.
2. Solicits, elevates, understands, and values the perspective of a wide variety of stakeholders, either through personal experience or empathy.
3. Builds authentic relationships across lines of difference (race/ethnicity, gender, age, cultural background, religion, socioeconomic background, disability, LGBTQ status, etc.) through self-reflection, empathy, and a clear personal identity.
4. Develops and maintains a diverse leadership team reflective of the communities within the school district.
5. Addresses systemic barriers of equity, race, and bias in decision-making with clarity, confidence, openness, empathy, and historical context to advance academic achievement and opportunity.
6. Champions diversity, equity, and inclusion initiatives to create a welcoming and supportive environment for students, staff, and families from diverse backgrounds.
7. Provides effective professional development opportunities that meet the needs of staff to work for students' benefit from a lens of equity throughout the system.

C. Personnel Administration

1. Mentors staff and demands high performance. Implements sound personnel practices.
2. Directs and supervises the administrative staff and through them all system staff.
3. Recruits, hires, and retains highly qualified administrators, teachers, and staff. Participates in final candidate interviews, as appropriate, and recommends appointment, transfer, renewal, and dismissal of all certified and non-certified staff to the Board.
4. Provides direction and serves as a resource for management representatives in negotiating with employee bargaining units. Supervises & administers all collective bargaining agreements.
5. Ensures that all staff are observed and evaluated annually in accordance with law and established procedures.
6. Recommends certified and non-certified employees for contract renewal and/or tenure appointment.
7. Recommends and implements the system's professional development plan.
8. Provides professional development opportunities to support employee growth, effectiveness, and compliance. Assumes responsibility for the maintenance of appropriate documentation in a central file and timely submission of all required reports.
9. Fosters a positive and inclusive work environment.

D. Financial Management

1. Ensures that the budget funds the system's goals.
2. Ensures implementation of Board financial policies and system procedures. Provides direction to and supervision of school business functions. Encourages development and implementation of sound business practices.
3. Initiates and supervises development of the annual budget, providing opportunity for staff and community input.
4. Recommends budget and budget priorities for Board approval and communicates the educational and monetary impact of the budget to the community.
5. Ensures that the system develops and implements a multi-year (3-5 years) comprehensive maintenance plan.
6. Oversees school facility management to provide safe learning environment, with strong emphasis on preventative maintenance and custodial care. Ensures annual inspections of each school building for adherence to health and safety codes.
7. Continually assesses business management practices to achieve efficiency.
8. Ensures funds are spent prudently by providing adequate control and accounting of the system's financial and physical resources.
9. Ensures fiscal responsibility, transparency, and compliance with all relevant regulations and policies.

E. Student Services

1. Ensures that a system of free appropriate special education and/or related services is available to all students with disabilities.
2. Develops and oversees the delivery of the system's intervention and referral services for pupils experiencing difficulties in their classes and who have not been classified as needing special education.
3. Develops and implements policies and procedures related to missing children and the reporting of allegations of child abuse and neglect.
4. Implements a Board-approved program of guidance and counseling services.

F. School/Community Relations

1. Promotes community support of the schools.
2. Interprets system programs and services, reports plans, events, and activities of interest, and solicits community opinions regarding school and education issues.
3. Identifies available community resources and linkages to social service agencies that support education and healthy child development.
4. Develops strategies to promote parental involvement in their children's education and provides opportunities for parent-teacher interaction.
5. Ensures that system interests will be represented in meetings and activities of municipal and other governmental agencies.
6. Represents the school system and its interests in community organizations, activities, and projects.
7. Builds strong partnerships with parents, community organizations, businesses, and other stakeholders to support student success and promote the system's mission.
8. Uplifts student voice and collaborates with the student body

G. Superintendent/Board Relations

1. Provides leadership in the implementation of the system's vision, mission, and goals.
2. Prepares and recommends short- and long-range plans for Board approval and implements those plans when approved.
3. Attends all regular and special meetings of the Board and participates in a professional leadership role.
4. Designates an administrative staff member to serve in his/her absence, when appropriate.
5. Knows Board policy and respects the policymaking authority and responsibility of the Board.
6. Works closely with the Board of Education to develop and implement policies that align with the system's vision, mission, and values, and creates implementation procedures that accurately reflect the intent of Board policies. Ensure adherence to local, state, and federal regulations.
7. Collects adequate, relevant, and reliable information before making recommendations and decisions.
8. In conjunction with the Board chair, prepares agenda recommendations relative to all matters requiring Board action, including all facts, information, options, and reports needed to assure informed decision making.
9. Provides advice and counsel to the Board on matters before it.
10. Provides a communication system to keep the Board informed of system issues and critical information for decision-making.
11. Keeps the Board informed regarding development in other systems or at state and national levels that would be helpful to the system.
12. Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
13. Fulfills all statutory obligations and implements the Education Article Code of Maryland Regulations (COMAR) and the administrative code of the Maryland Department of Education.

Qualifications:

1. Commitment to education and dedication to the Howard County Public School System's Mission and Vision by demonstrating the belief that all children, regardless of circumstances, can achieve at high levels.
2. Demonstrated passion and belief that all students can achieve success through education.
3. Capability to work independently, develop strategies, and build alliances to reach stated professional development goals.
4. Strong written, oral communication, and public speaking skills.
5. Excellent inter-personal skills and ability to work cooperatively with diverse types of personalities, background, and perspectives.
6. Demonstrated ability to multitask effectively and prioritize strategically.
7. Openness to feedback and willingness to take personal responsibility.
8. A track record of distinguished success in educational and organizational leadership.
9. Experience in teaching and leading adults in a school-based setting.
10. Central office, school administration and teaching experience.
11. Demonstrated success with curriculum, personnel management, school finance and strategic planning.
12. Strong leadership and communication skills.
13. High self-awareness, humility, and integrity; personally driven to learn and grow.
14. Demonstrated commitment to diversity, equity, and inclusion for every community in the county through the vision and actions.
15. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
16. State Mandated Qualifications:
 - A. Have a master's degree from an institute of higher education;
 - B. Have 3 years of satisfactory teaching experience and 2 years of satisfactory administrative or supervisory experience in a PreK-12 school setting; and
 - C. Submit a minimum of 24 credits of post-master's graduate coursework in educational administration and supervision to include a balance of course work in the following:
 - i. Developing and Articulating Shared Vision;
 - ii. Organizational Management;
 - iii. Promoting and Maintaining a Positive School Culture and Instructional Program for Learning;
 - iv. Demonstrating Values and Ethics of Leadership; and
 - v. Collaboration with Diverse Stakeholders.
 - D. Holds a valid State of Maryland Superintendent Certificate or eligibility to hold a superintendent certification based on COMAR § 13A.12.04.03.

Terms of Employment: Four years, contingent upon approval by the State Superintendent of Schools. Serves in accordance with the contract terms between the Board and the Superintendent. Salary to be determined in negotiations with the Board.

Evaluation: Performance of this job will be evaluated annually in accordance with state law, administrative code, and the Board's policy on evaluation of the superintendent.

Interested candidates may apply online at:

WWW.MACNJAKE.COM AND WWW.HCPSS.ORG

Consultants: Dr. Ralph Ferrie	r_ferrie@macnjake.com
Dr. Steve Joel	s_joel@macnjake.com
Dr. Michele Hamilton	m_hamilton@macnjake.com
Mr. Robert Copeland	r_copeland@macnjake.com
Dr. Baron Davis	b_davis@macnjake.com

Contact information:

McPherson & Jacobson, L.L.C.
11725 Arbor St., Suite 220
Omaha, NE 68144
888-375-4814
Email: apps@macnjake.com

Application deadline: April 11, 2024

Please do not contact the Board or System directly.

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training and career development.