**Instructional Facilitator for Career and Technical Education**

*This position closes on December 17, 2020.*

The Howard County Public School System is one of the top school systems in the state of Maryland and the nation. Serving over 59,000 students, our mission is to ensure academic success and social emotional well-being for each student in an inclusive and nurturing environment that closes opportunity gaps.

In alignment with our *Strategic Call to Action*, the Department of Program Innovation and Student Well-Being provides each and every student with the social-emotional skills needed for lifelong success and multiple pathways to attain their academic and career goals. The mission of the Department of Program Innovation and Student Well-Being, in partnership with students, families and community members, is to develop education pathways and social-emotional supports to help students formulate and achieve their education and career goals and become valued community members.

HCPSS has been named one of America's Best Employers for Diversity for 2020 by Forbes magazine. To learn more about HCPSS, please visit our website at [https://www.hcpss.org/](https://www.hcpss.org/).

*Please note that at the time of this announcement, HCPSS staff are working both remotely and onsite during the COVID-19 pandemic. The work requirements for this position are subject to change based on the needs of the school system.*

**DESCRIPTION**
Under the direction of the Coordinator for Career and Technical Education (CTE), the Instructional Facilitator for Career and Technical Education provides leadership in the development, coordination, and supervision of the CTE program.

**ESSENTIAL POSITION RESPONSIBILITIES**
- Supports the implementation of the Maryland CTE Four-Year Plan and initiatives aligned with the HCPSS *Strategic Call to Action* (SCTA).
- Supports the development and implementation of the annual, year-long CTE Perkins Grant planning process and associated monitoring by the Maryland State Department of Education (MSDE).
- Supports the supervision of CTE teachers in the middle school and high school technology education courses and high school career academy courses through formal observations and support for development of Student Learning Objectives. Courses include those in Engineering: Project Lead the Way (PLTW) Academy, Computer Programming Academy, Teacher Academy of Maryland, Culinary Science Academy, Accounting/Marketing Academies and Career Research and Development Academy.
- Assists with the design, development, implementation, and evaluation of CTE curricula and instructional resources in the CTE areas of the middle school and high school technology education courses and career academy courses including Project Lead the Way (PLTW) Academy, Computer...

Dr. Michael J. Martirano, Superintendent
Programming Academy, Teacher Academy of Maryland, Culinary Science Academy and Career Research and Development Academy.

- Provides leadership in the planning, organization, and implementation of professional learning opportunities for instructional staff and administrators.
- Promotes the integration of technology in the CTE curriculum by supporting and managing personalized learning solutions.
- Provides professional learning that supports the principles and practices of cultural proficiency and culturally responsive teaching with a focus on diversity, equity, and inclusion.
- Collects and analyzes data in order to evaluate the success of specific program components.
- Collaborates with staff throughout the Division of Academics, including Special Education, ESOL, Secondary Science, Secondary Social Studies, Secondary Language Arts, and Secondary Mathematics to ensure effective instruction for all students.
- Collaborates with school-based administrators to ensure exemplary implementation of the HCPSS curriculum and to provide support as requested.
- Recruits, interviews, and recommends secondary CTE teacher candidates to the Office of Human Resources.
- Supports partnerships and Program Advisory Committees (PAC) among parents, businesses, the community, and the CTE Office.
- Continues to pursue professional growth.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

**MINIMUM QUALIFICATIONS**
Applicants must meet all of the qualifications listed below to be considered for the vacancy. Use the application, letter of introduction, and resume to specifically address each qualification.

**Education:**
- Hold a Master’s degree or higher.

**Certification:**
- Hold a current Maryland State Department of Education (MSDE) Advanced Professional certificate with the Administrator I endorsement.
  OR
- Hold a current MSDE professional certificate and have completed all MSDE requirements for the Advanced Professional certificate with the Administrator I endorsement at the time of application.
  OR
- Hold a current out-of-state educator certificate and be eligible for a MSDE Advanced Professional certificate with the Administrator I endorsement, as outlined in [COMAR](#), at the time of application.
Experience:
• At least five (5) years of successful experience as a CTE teacher or supervisor of CTE teachers.
• Experience in writing curriculum and providing professional learning experiences to adults.
• Knowledge of the Charlotte Danielson Framework for Teaching.
• Knowledge of the Maryland College and Career Ready Standards.
• Experience implementing the principles of Universal Design for Learning (UDL).
• Evidence of excellent skills in human relations.
• Evidence of competence in written and oral expression.

PREFERRED QUALIFICATIONS
• At least five (5) consecutive years of successful experience as a CTE teacher or supervisor of CTE teachers.
• Knowledge of the HCPSS Strategic Call to Action.
• Knowledge of HCPSS CTE curricula.
• Ability to work cooperatively with professional staff, parents, and community groups.
• Active involvement in state and national professional organizations.

SALARY
This is a 12-month per year position on the Howard County Administrators Association (HCAA) School-Based and Central Office Administrators Salary Scale. The current salary range is $85,120 - $149,120. Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System and the HCAA Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

APPLICATION INFORMATION
Please complete the online application in a timely manner. There will be a pre-screening of applicant credentials before inviting candidates in for an interview. Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:
• A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
• All required supplemental materials (i.e.: resume, letter of introduction, transcripts, certificates, etc.)
For questions regarding this vacancy, please contact:

Sandy Saval  
Human Resources Business Partner  
Office of Human Resources  
(410) 313-6689  
sandy_saval@hcpss.org

**Equal Opportunity Employer**

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.