



*Every Child a Success*

Diana L. Mitchell, Ed.D.  
*Superintendent of Schools*

Lorenzo L. Hughes, Ph.D.  
*Assistant Superintendent  
for Instruction*

C. Dwayne Abt  
*Assistant Superintendent  
for Administration*

# THE BOARD OF EDUCATION OF DORCHESTER COUNTY

700 Glasgow Street  
Cambridge, Maryland 21613  
410-228-4747 ~ 410-228-1847 Fax  
[www.dcps.k12.md.us](http://www.dcps.k12.md.us)

## ANNOUNCEMENT OF VACANCY

### DIRECTOR OF SECONDARY EDUCATION AND TITLE II

#### BOARD MEMBERS

Glenn L. Bramble  
*President*

Glen A. Payne, Sr.  
*Vice President*

LeOtha Hull

Laura H. Layton

Philip W. Rice

[Dorchester County Public Schools](#) is currently accepting applications for a **Director of Secondary Education and Title II**. The primary areas of responsibility includes supervising the **Secondary High School and Middle School programs (All Content Areas)**, participating in and performing teacher observations, writing curriculum, and supporting secondary administration in providing instructional leadership for schools. This position is located at the Central Office. The successful candidate will demonstrate principled leadership and decision making while assuming a leadership role that reflects the outcomes outlined in the Maryland Instructional Leadership Framework.

#### DUTIES:

- Demonstrates principled leadership and decision making;
- Supervises and evaluates assigned professional, administrative, and classified personnel; makes recommendations for improvement;
- Works collaboratively with principals and supervisors of all content areas to ensure a systemic secondary program of study;
- Provides and/or supervises professional development of personnel in assigned areas;
- Supervises the New Teacher Induction Program;
- Supervises Title II Part A-Improving Teacher Quality Grant;
- Supervises charter school application process and serves as the charter school liaison to MSDE;
- Participates in the development of the district's Master Plan;
- Assists principals and assistant principals, as well as teachers, in design, implementation, and evaluation of school improvement plans;
- Coordinates instructional program and development of essential curriculums to ensure a strong learning environment for all middle and high school students;
- Analyzes current trends and practices in curriculum and instruction and shares information and materials with school staff and other assigned professionals;
- Provides leadership in development of assessments, grading standards, and reporting of grades to parents;
- Supervises selection process for textbooks, instructional materials, and equipment;
- Participates in preparing the annual budget request for the department;

- Writes proposals, and administers awarded state and federal grants, and prepares related reports as required;
- Confers with principals and other supervisors on content issues;
- Attends local, regional, and state meetings pertaining to areas of assignment;
- Performs other duties as assigned.

**QUALIFICATIONS:**

- Eligible for and hold, prior to appointment, the Maryland State Department of Education Certification for Administrator I, II; Superintendent preferred;
- Doctorate degree from an accredited college or university with course work in educational administration, education, and curriculum development.
- Five (5) years successful experience as a school administrator or supervisor required;
- Three (3) years successful school principal experience required;
- Ability to develop effective work teams;
- Familiarity with the outcomes and indicators of the Maryland Instructional Leadership Framework;
- Expertise with the Maryland State Curriculum and/or Common Core Standards in the areas supervised; and
- Proficient in the use of the Maryland Professional Development Standards.

**SALARY:** Negotiable. This is a twelve (12) month, full-time benefited position.

**PROCEDURE:** Apply online: [www.dcpsmd.org](http://www.dcpsmd.org) / [Employment](#). Current employees are required to submit an application online via the [EAC](#).

**CONTACT:** Mr. Jeffrey S. Grafton  
Human Resources Administrator  
Dorchester County Board of Education  
700 Glasgow Street  
Cambridge, MD 21613

**DEADLINE:** Applications received by **11:59 p.m. on Sunday, July 31, 2017**, will be considered for initial interviews. Applications will continue to be accepted until the position is filled.

***The Board of Education reserves the right to reject any or all applicants, re-advertise and /or withdraw the position.***

The Board of Education of Dorchester County does not discriminate in admissions, access, treatment, or employment in its programs and activities on the basis of race, color, age, sex, national origin, religion, disability, sexual orientation or other basis prohibited by law. Appropriate accommodations for individuals with disabilities will be provided upon request. The information in this announcement is available in alternative formats upon request. Concerns regarding the above are directed to C. Dwayne Abt, Director of Operations, Dorchester County Public Schools, 700 Glasgow Street, Cambridge, Maryland, 21613, or by phone at 410-228-4747, extension 1015.

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**LOCATOR:** 2.20

**TITLE:** DIRECTOR OF SECONDARY EDUCATION AND  
TITLE II

**QUALIFICATIONS:**

1. Eligible for and hold, prior to appointment, the Maryland State Department of Education Certification for Administrator I, II; Superintendent preferred;
2. Doctorate degree from an accredited college or university with course work in educational administration, education, and curriculum development.
3. Five (5) years successful experience as a school administrator or supervisor required;
4. Three (3) years successful school principal experience required;
5. Ability to develop effective work teams;
6. Familiarity with the outcomes and indicators of the Maryland Instructional Leadership Framework;
7. Expertise with the Maryland State Curriculum and/or Common Core Standards in the areas supervised; and
8. Proficient in the use of the Maryland Professional Development Standards.

**REPORTS TO:** Superintendent of Schools

**SUPERVISES:** Central Office Supervisors as well as school based employees.

**JOB GOAL:** The successful candidate will demonstrate principled leadership and decision making while assuming a leadership role that advances the district towards its stated vision and mission. Supervising the Secondary High School and Middle School programs (All Content Areas), participating in and performing teacher observations, writing curriculum and supporting secondary administration in providing instructional leadership for schools. The successful candidate will demonstrate principled leadership and decision making while assuming a leadership role that reflects the outcomes outlined in the Maryland Instructional Leadership Framework.

**PERFORMANCE RESPONSIBILITIES:**

The following are examples of the typical duties performed:

1. Demonstrates principled leadership and decision making;
2. Supervises and evaluates assigned professional, administrative, and classified personnel; makes recommendations for improvement;
3. Works collaboratively with principals and supervisors of all content areas to ensure a systemic secondary program of study;

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4. Provides and/or supervises professional development of personnel in assigned areas;
5. Supervises the New Teacher Induction Program;
6. Supervises Title II Part A-Improving Teacher Quality Grant;
7. Supervises charter school application process and serves as the charter school liaison to MSDE;
8. Participates in the development of the district’s Master Plan;
9. Assists principals and assistant principals, as well as teachers, in design, implementation, and evaluation of school improvement plans;
10. Coordinates instructional program and development of essential curriculums to ensure a strong learning environment for all middle and high school students;
11. Analyzes current trends and practices in curriculum and instruction and shares information and materials with school staff and other assigned professionals;
12. Provides leadership in development of assessments, grading standards, and reporting of grades to parents;
13. Supervises selection process for textbooks, instructional materials, and equipment;
14. Participates in preparing the annual budget request for the department;
15. Writes proposals, and administers awarded state and federal grants, and prepares related reports as required;
16. Confers with principals and other supervisors on content issues;
17. Attends local, regional, and state meetings pertaining to areas of assignment;
18. Performs other duties as assigned.

**TERMS OF EMPLOYMENT:** Twelve (12) month full-time position.

**SALARY LANE:** Based on the Director Salary Scale as determined by the Superintendent of Schools.

**BARGAINING UNIT:** Exempt

**FLSA STATUS:** Exempt

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the Board’s policy on Performance Appraisals: 502.8.

**REVIEWED AND AGREED TO BY:** \_\_\_\_\_  
(Incumbent’s signature)

\_\_\_\_\_  
(Incumbent’s printed full name)

Adopted: 07/10/2017 By: Jeffrey S. Grafton, Human Resources Administrator

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Revised: 07/17/2017

By: Jeffrey S. Grafton, Human Resources Administrator