



6946 Dogwood Road Windsor Mill, MD 21244
443.809.2100 | www.watershedpcs.org

****Job Announcement: Assistant Principal****

Position: Assistant Principal

School: Watershed Public Charter School, Windsor Mill, MD

School Year: 2024-2025

Principal: Lori Widney

About Watershed Public Charter School:

Watershed Public Charter School ("WPCS") is a highly diverse, arts-integrated, project-based elementary-middle public charter school within the Baltimore County Public School ("BCPS") system. WPCS fosters creativity, outdoor learning, and hands-on experiences. We promote rigorous academic achievement, meaningful environmental experiences, and continuous growth for all students. Our community thrives on collaboration, innovation, and student-centered learning. As a testament to WPCS' status as a state and nationally recognized school, the Baltimore County Board of Education renewed WPCS' charter agreement with BCPS for a five-year term by a unanimous vote during the 2023-2024 school year.

Position Overview:

We are seeking a dedicated and passionate Assistant Principal to join our leadership team. The ideal candidate will possess strong instructional leadership skills, a deep understanding of student support services, and the ability to collaborate closely with various teams to drive student success. They will also have a passion for the environment and progressive education and be comfortable in both indoor and outdoor learning environments. This role includes overseeing curriculum, supporting students with special needs, managing student behavior, and facilitating school-wide programs.

Key Responsibilities:

Instructional Leadership

- Observe teachers/staff formally and informally, providing timely and constructive feedback.
- Collaborate with the Instructional Leadership Team (ILT) to analyze data and student work for instructional decision-making.
- Provide curriculum and instruction updates to grade levels and review report cards.



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- Attend and assist with facilitating ILT meetings, grade-level PLCs, and monthly Attendance Meetings.
- Support professional development opportunities in collaboration with BCPS and the Watershed program.

Student Support Administration

- Coordinate and facilitate Pre-SST meetings and assist in developing Student Support and 504 Plans.
- Review intervention data to ensure effectiveness and collaborate with the IEP Team Facilitator on student transitions.
- Oversee data collection systems in support of the SST process and provide professional development for staff.

Special Education Leadership

- Collaborate with the IEP Facilitator to coordinate and facilitate IEP meetings.
- Review and monitor the progress of students with IEPs, ensuring effective support and communication with parents.
- Maintain updated records and communicate outcomes with school staff.

Attendance and Behavior Management

- Lead Attendance Committee meetings, monitor attendance data, and address concerns with staff and parents.
- Implement the Watershed Positive Behavior Management Plan and collaborate with the SEL team to address student behavior.
- Facilitate meetings regarding behavior interventions, suspensions, and bullying/harassment cases.

Testing Coordination

- Work with the Reading Specialist and Academic Director to oversee state-required testing, including MCAP, MAP, KRA, and more.
- Provide professional development on testing procedures and ensure compliance with security protocols.

Transportation Oversight

- Monitor daily arrival and dismissal procedures, ensuring student safety.
- Address bus behavior concerns and maintain communication with parents and the Office of Transportation regarding bus schedules.

This document describes the duties and responsibilities of a position. It shall not be held to exclude duties not referenced nor limit the right of management to assign work to employees.

Qualifications:



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- Master's degree in education or related field
- Possession of a Maryland Advanced Professional Certificate with an Administrator I endorsement is required.
- A comparable out-of-state leadership or school building leadership certification transferable to Maryland will be considered.
- Experience in instructional leadership, special education, and student support services
- Strong organizational and communication skills
- Passion for outdoor learning, arts integration, and project-based education

Physical and Environmental Work Conditions:

The work of this class is performed in a school environment.

Conditions of Employment:

Requires attendance at evening meetings and weekend activities as required.

Benefits:

To view more information about the benefits we offer, please click here: <http://www.bcps.org/offices/benefits/pdf/Enrollment-Guide.pdf>

Application Process:

- Online application through watershedpcs.org.
- Current resume (one to five pages in length). For professional experiences please include mm/yy dates for start and stop of employment, starting and ending salary, and supervisor's name.
- Copy of current MSDE certificate with the appropriate Admin I endorsements or out-of-state educator/leadership certification (external candidates only).
- Official copy of a transcript from each institution from which an undergraduate or graduate degree was received (external candidates only).
- Copy of certification test scores for teaching and leadership (external candidates only).
- **Application deadline is open until filled. E-mail applications to info@watershedpcs.org and submit via bcps.org.**
- Applicants are required to have a completed application on file for employment with Baltimore County Public Schools (BCPS) and an approved candidate for the assistant principal pool of Baltimore County Public Schools. Each time an applicant applies to a job with BCPS, the application **must be resubmitted**. If an applicant started an application with BCPS in the past and at a later date decides to apply for additional positions, it is the applicant's responsibility to review the entire application and ensure that all data is up to date (for example, the applicant may need to add additional schooling or certifications, an additional



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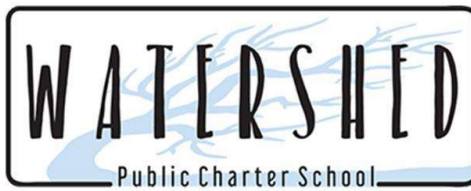
work experience, or provide updated references). The applicant must remember to review the entire application each time for accuracy and submit each time for a new or different vacancy.

- Professional references must be submitted to complete your application. Examples of professional references include current and former principals, supervisors, managers, mentor teachers and university/college supervisors. **Personal references from colleagues, friends, community members, etc. will not be accepted. Applicants should notify their reference proactively to inform them they will receive a form via email through a MAILBOT email address from Baltimore County Public Schools. Applicants should also inform their reference(s) of the job to which they are applying.**
- Be sure to account for all periods of employment and unemployment, including student teaching and internship experience, and include names, addresses, and telephone numbers of employers.
- Be sure to answer all criminal background questions. If you answer "yes" to any of the criminal background questions you must provide a written explanation. A criminal offense does not necessarily exclude an applicant from employment with BCPS. Factors such as passage of time since the offense, the nature of the violation, and the extent of rehabilitation will be taken into consideration.

Pre-Employment Requirements:

- All persons employed by the Baltimore County Public Schools, regular and temporary, are required to be fingerprinted and have a criminal background investigation (per COMAR) completed. The fee charged for fingerprinting is \$109. An identification card will be issued which must be shown prior to employment.
- Anyone offered employment is required to provide proper identification and documentation of eligibility for employment in the US.
- If you have military experience, you will be asked to provide a copy of DD214.
- Official transcripts will be required upon hire and must be sent via escript/clearinghouse from your university.
- Some positions will require employees to undergo a physical examination and/or drug testing.
- All newly hired personnel **must** attend a ***Benefits and Retirement Orientation*** meeting.
- Additional job verification will be required for salary credit.

Join us in making a meaningful impact on students' lives through innovative learning experiences!



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Applications for employment are considered without regard to race, ethnicity, color, religion, gender, gender identity, sexual orientation, national origin, age, or disability in accordance with applicable federal, state, and local laws. Watershed Public Charter School, Inc. and Baltimore County Public Schools strive to conduct a meritorious, equitable search process when seeking a highly qualified candidate to serve in the Assistant Principal role.