



POSITION ANNOUNCEMENT

Nancy S. Grasmick
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF ACCOUNTABILITY AND ASSESSMENT PLANNING AND ASSESSMENT BRANCH

September 18, 2009

POSITION TITLE: Education Program Specialist II, Local Accountability Coordinator Liaison (LACL)

POSITION NUMBER: 023821

SALARY: State Salary Grade 22
Annual Salary Range: \$58,783-\$85,830
(Effective September 23, 2009-June 30, 2010)

LOCATION: 200 West Baltimore Street
Baltimore, Maryland 21201

NATURE OF WORK: This is a professional position serving as the Local Accountability Coordinator Liaison (LACL) responsible for providing coordination and technical assistance to local education agencies, Accountability Coordinators, other local school system personnel, and the general public regarding policies, procedures and guidelines for implementing Maryland Assessment and Accountability programs.

DUTIES AND RESPONSIBILITIES: Implements administrative policies, procedures and guidelines for the five distinct major Maryland assessment programs which fulfill the requirements of No Child Left Behind (NCLB) legislation including assessments for special needs students as well as students with limited English proficiency; conducts training and train-the-trainer sessions for Local Education Agencies (LEA's) assessment personnel prior to each test administration to ensure mandated policies and procedures are understood and appropriately administered; responds to inquiries via telephone, email, and print regarding policy and procedure issues; coordinated the development, implementation and evaluation of strategies and required documentation to ensure the Maryland assessment programs meet the requirements of federal legislation (NCLB, IDEA) and the Code of Maryland Regulations (COMAR); supervises the Education Program Specialist assigned to LEA schools; including assignment of work projects, administration of the Maryland Performance Planning and Evaluation Program (PEP) process, implementation of personnel policies, and authorization of leave and time sheets.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Master's Degree or equivalent 36 post baccalaureate credit hours of course work in Education, Education Policy, Communication or a related area. Experience working with K-12 student assessment is desirable.

EXPERIENCE: Five years of administrative or teaching experience in, or affiliated with, an education program, including two years of experience coordinating or administering an education program. Professional experience interpreting, implementing and communicating education policies and procedures is desirable.

ESSENTIAL REQUIREMENTS: Knowledge of State and federal regulations governing NCLB; knowledge of K-12 accountability assessment methodologies, test administration and test security; skill in providing guidance to internal and external teams; skill in managing timelines and deadlines; skill in managing timelines and deadlines; skill in maintaining effective working relationships with internal and external teams; skill in ability to interpret federal regulations; ability to organize and manage multiple tasks; ability to work as a team member and establish and maintain effective working relationships; ability to communicate effectively, both orally and in writing.

PROCEDURE FOR APPLICATION:

Applicants must include their resume and complete a Maryland State Department of Education Application for Employment indicating Position #023821. The Application, resume, and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential Requirements for the position. Completed Applications must be directed to the Staff Employment Section within the Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201; for inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at www.marylandpublicschools.org. All applications must be received by the closing date. Appropriate accommodations for individuals with disabilities are available upon request.

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and occasional travel throughout the State are required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

Open Until Filled