



POSITION ANNOUNCEMENT

Karen B. Salmon, Ph.D.
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 ASSESSMENT, ACCOUNTABILITY, AND INFORMATION TECHNOLOGY
ACCOUNTABILITY OFFICE

March 8, 2019

POSITION TITLE: Education Program Specialist I, Student Enrollment & Attendance Specialist

POSITION NUMBER: 039798 (JobAps #19-005055-0008)

SALARY: State Salary Grade 21
Annual Salary Range: \$61,754 - \$90,193

LOCATION: Nancy S. Grasmick Education Building
200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: This is a professional position responsible for defining, capturing, assuring quality, and reporting development of enrollment and attendance data within the Accountability Office of the Division of Assessment, Accountability, and Information Technology.

DUTIES AND RESPONSIBILITIES: Provides technical assistance to local school systems and MSDE staff for the acquisition, quality assurance, and reporting of attendance data in support of Accountability Office program initiative; acquires education accountability data from Local school systems (LSS) and MSDE databases; designs, creates, manages, and implements procedures for data collection from LSS's; ensures the quality, validity, and usability of data; interprets, summarizes, and reports collected data in response to MSDE staff, legislator and general public inquires; and participates in planning meetings.

MINIMUM QUALIFICATIONS: **EDUCATION:** Possession of a Master's Degree or equivalent 36 credit hours of post-baccalaureate course work from an accredited college or university.

EXPERIENCE: Four (4) years of experience coordinating or administering data collection. Experience in data analysis, applications development, data management or governance in education preferred; SAS (Statistical Analysis Software) experience desired.

NOTE: Two additional years of experience directly related to the position may be substituted for the required Master's Degree.

ESSENTIAL REQUIREMENTS: Knowledge and skill in data management collection processes, quality assurance, and reporting compliance; skill in creating data collection systems; skill in providing technical assistance to internal and external stakeholders; skill in maintaining effective working relationships with internal and external stakeholders; skill in managing timelines and deadlines; ability to analyze complex program issues and to recommend solutions; ability to communicate clearly and effectively, both orally and in writing.

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](http://MSDEJobs.on.JobAps) (or complete an MSDE Application on marylandpublicschools.org). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for – **Education Program Specialist I, Attendance Specialist #039798 (JobAps# 19-005055-0008)** Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at www.marylandpublicschools.org/about/Pages/OHR/Employment.aspx

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 *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:

For immediate consideration, applications should be received by **March 22, 2019** - Open Until Filled.