



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 BRANCH

March 8, 2019

- POSITION TITLE:** Education Program Specialist I – Education Research Associate / Data Analyst
*2 positions
- POSITION NUMBER:** 039546 & 048502 (JobAps #19-005055-0009)
- 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:** These are professional positions responsible for data management, data analysis, and data reporting within the Accountability Office of the Division of Assessment, Accountability, and Information Technology.
- DUTIES AND RESPONSIBILITIES:** Provides management, analysis, and reporting of education data and maintains SAS databases in support of Accountability Office program initiatives. As such: acquires education data from the MSDE Office of Accountability data warehouse; designs, creates, and manages datasets; writes computer programs to organize and clean data acquired by local school systems in order to create valid datasets; analyzes data; interprets and summarizes data analysis findings through written reports; supports accountability data analysis and reporting; prepares datasets and reports in response to legislator and general public inquires.
- 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 data management and analysis experience; this experience to include coordinating or administering data analysis in an education related area. Experience in statistical analysis, applications development and information management; 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 of educational accountability programs; skill in data management and analysis (SAS preferred); skill in creating data collection systems; skill in interpreting and summarizing research findings; skill in writing computer programs to organize and clean data in order to create valid analysis datasets; skill in providing technical guidance to internal and external teams; skill in maintaining effective working relationships with internal and external teams; 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](#) (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, Education Research Associate / Data Analyst #039546 & 048502 (JobAps# 19-005055-0009)** 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.