



POSITION ANNOUNCEMENT

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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

ASSESSMENT BRANCH

January 25, 2019

- POSITION TITLE:** Education Program Specialist II -
Manager for Assessment of Students with Disabilities
- POSITION NUMBER:** 039537 (JobAps #19-005056-0003)
- SALARY:** State Salary Grade 22
Annual Salary Range: \$65,901 - \$96,222
- LOCATION:** 200 West Baltimore Street
Baltimore, MD 21201
- NATURE OF WORK:** This is a professional position responsible for managing the implementation of the Maryland Comprehensive Assessment program as it relates to students with disabilities and act as the Project Manager for all alternate assessments to include the Alternate Maryland Integrated Science Assessment (Alt-MISA) and the Multi-State Alternate Assessment (MSAA) for reading and mathematics, for students with significant cognitive disabilities as required by the federal Every Student Succeeds Act (ESSA) and the Individuals with Disabilities Education Act (IDEA).
- DUTIES AND RESPONSIBILITIES:** Coordinates and collaborates with MSDE staff, test contractor, Local Accountability Coordinators (LACs), Directors of Special Education, alternate and assessment facilitators to manage the development, administration, scoring, and reporting of results of all statewide assessments for students with significant cognitive disabilities; participates on project teams for the Maryland Comprehensive Assessment programs to ensure timely identification and resolution of issues related to the assessment of students with disabilities; provides technical support and training relating to test accommodations and participation of students with disabilities in state testing programs to other MSDE staff and staff of local school systems; creates, updates, and maintains the Maryland Accommodations Manual and other collateral materials and processes needed to provide training and staff development on the policies, use, and implementation of accommodations and accessibility features for instruction and assessment in Maryland public schools.
- MINIMUM QUALIFICATIONS:**
- EDUCATION:** Master's Degree or equivalent 36 credit hours of post baccalaureate credit hours from an accredited college or university. Course work in Education, Educational Administration/Supervision, Special Education, or a related field is preferred.
- EXPERIENCE:** Five (5) years of professional administrative or teaching experience in or affiliated with an education program; experience that includes executing, coordinating, and program evaluation is preferred. Experience with special education assessments desired.
- NOTES:**
1. Two years of additional experience as defined above may be substituted for the Master's Degree.
 2. Possession of a Doctorate in a field related to the position may be substituted for one year of the experience requirements.
- ESSENTIAL REQUIREMENTS:** Knowledge of State and Federal laws, regulations, policies and issues regarding Maryland assessments; knowledge of the components of the Individual Education Program (IEP); skill in providing technical guidance for accommodations, accessibility, and special education as they relate to instruction and testing for students with disabilities; skill in interpreting, summarizing, and communicating findings both orally and in writing; ability to manage projects, including timelines and budgets; ability to maintain effective working relationships with internal and external teams.

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 II, Program Manager for Assessment of Students with Disabilities #039537, JobAps #19-005056-0003**. 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 <http://www.marylandpublicschools.org/>.

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 possible 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 **February 8, 2019** - Open Until Filled.