



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 CAREER AND COLLEGE READINESS

January 18, 2019

CAREER & TECHNOLOGY EDUCATION STUDENT AND ASSESSMENT SERVICES BRANCH

POSITION TITLE: Education Program Specialist II, Career & Technology Accountability Coordinator

POSITION NUMBER: 069178 (JobAps# 19-005056-0002)

SALARY: State Salary Grade 22
Annual Salary Range: \$65,901- \$96,222

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

NATURE OF WORK: This is a professional position serving as the lead technical expert responsible for administering, managing, and monitoring the state Career and Technology Education (CTE) Accountability System and for providing leadership and coordination to Maryland school systems and community colleges regarding performance management and accountability.

DUTIES AND RESPONSIBILITIES: Provides leadership and technical expertise to local school systems and post-secondary institutions in the management and design of CTE accountability systems; assists in data collection and reporting for CTE programs; coordinates survey data collection, validation, analysis and dissemination; assists with generating reports using business intelligence software and/or Excel; provides technical assistance to local school systems, community colleges, and business partners to support the effective use of comparative data and benchmarking strategies; develops and implements plans to improve CTE program quality and capacity, restructured instructional delivery and an integrated career development plan; participates in school improvement initiatives related to Career and Technology Education.

MINIMUM QUALIFICATIONS: **EDUCATION:** Master's Degree or equivalent 36 credit hours of post baccalaureate course work in Education, Educational Administration/Supervision, Public Administration, Information Management Systems, or in any related field.

EXPERIENCE: Five (5) years of professional administrative, accountability or teaching experience in or affiliated with an education program including two (2) years of experience in coordinating or administering an education program or service directly related to the position. Experience with SQL, business intelligence software, MS Excel and Access desired; administrative experience in an area related to accountability, information management, or a related field is preferred.

NOTES:

1. Two years of additional experience as defined above may be substituted for the Master's Degree.

ESSENTIAL REQUIREMENTS: Knowledge of State and Federal laws, regulations, policies, and issues regarding educational accountability; knowledge of the Carl D. Perkins Act and CTE performance indicators; skill in responding to problems and inquiries from local school systems, community colleges, and business partners; strong knowledge of relational databases and web application front end design; ability to build SQL query generated reports; experience in state and/or federal accountability reporting; ability to establish and maintain harmonious working relationships; ability to communicate clearly and effectively both orally and in writing through the presentation of concise yet comprehensive training, analyses, and reports.

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, Career and Technology Accountability Coordinator #069178 (JobAps# 19-005056-0002)** 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 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 please submit your application by **February 1, 2019** – Open Until Filled.