



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 CURRICULUM, INSTRUCTIONAL IMPROVEMENT, & PROFESSIONAL LEARNING
INSTRUCTIONAL ASSESSMENT AND PROFESSIONAL LEARNING BRANCH

January 11, 2019

POSITION TITLE: Education Program Specialist II,
Coordinator of Title IIA & Professional Learning

POSITION NUMBER: 087626 (JobAps #19-005056-0001)

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

LOCATION: 200 West Baltimore Street
Baltimore, Maryland 21201

NATURE OF WORK: This position provides leadership for the compliance monitoring, technical assistance, and evaluation of programs for the federal Title IIA grant and other grants assigned to the Instructional Assessment and Professional Learning Branch of the Division of Curriculum, Instructional Improvement, and Professional Learning (DCIPL). It also provides leadership to professional learning and teacher induction programs initiated by the State and local school systems (LSS).

DUTIES AND RESPONSIBILITIES: Provides leadership and technical assistance in the development, communication, and implementation of professional learning, teacher induction, and instructional assessment policies, initiatives, and programs; provides technical assistance, monitoring, and evaluation of Title IIA and other federal grants related to professional learning; coordinates and collaborates with local school systems and MSDE content staff to plan and provide state and local professional learning and resources, which includes leading stakeholder groups and LEAs in the development of State-led professional learning initiatives; assigns and reviews the work of three (3) Education Program Specialists who assist with the implementation and monitoring of Title IIA and other grant funds, as well as state-wide professional learning.

MINIMUM QUALIFICATIONS: **EDUCATION:** Master's Degree or equivalent 36 credit hours of post baccalaureate course work in education, professional learning, curriculum, assessment, or a related field. Certification in Elementary or secondary education is required.

EXPERIENCE: Five (5) or more years of professional, administrative, or teaching experience in or affiliated with an education program or a related field; this experience to include two (2) or more years of experience providing and organizing district or school-wide professional learning; and two (2) or more years of leadership experience.

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 and expertise in grant management; knowledge of the Learning Forward Standards for Professional Learning; expertise in delivering, designing, and evaluating effective professional learning for the adult learner; knowledge and experience in data analysis; knowledge of the Maryland content standards; ability to organize, prioritize, 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:

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, Maryland Coordinator of Title IIA and Professional Learning-Division of CIPL (Curriculum, Instructional Improvement & Professional Learning) #087626 (JobAps #19-005056-0001)**. 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 please submit your application by **January 25, 2019** - Open until filled.