



# 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

**CURRICULUM, INSTRUCTIONAL IMPROVEMENT & PROFESSIONAL LEARNING** August 30, 2019  
**TITLE I-PROGRAM IMPROVEMENT AND FAMILY SUPPORT BRANCH**

**POSITION TITLE:** Education Program Specialist I, **Early Literacy Specialist**

**POSITION NUMBER:** #219586 (50% Part-time Contractual) (JobAps# 19-005055-0028)

**SALARY:** State Salary Grade 21  
Annual Salary Range: \$63,925 - \$93,364 prorated @ 50%

**LOCATION:** 200 West Baltimore Street  
Baltimore, MD 21201

**NATURE OF WORK:** This is a *50% part-time* contractual position responsible for providing leadership and oversight for Maryland's Early Literacy Initiative program and is responsible for providing support and technical assistance in all matters pertaining to grant implementation.

**DUTIES AND RESPONSIBILITIES:** Provides leadership in the management, communication, and implementation of Maryland's Early Literacy Initiative program to ensure implementation of high-quality literacy plans and evidence-based practices for disadvantaged children; performs grant management functions including Request for Proposal development, application review, and awarding of state funds; presents symposia, workshops, and meetings on the alignment of comprehensive literacy plans and identifying and implementing interventions and practices supported by evidence; develops and implements a monitoring plan to collect data and other evidence on the alignment and fidelity of implementation of the grant program; prepares reports summarizing the status of efforts under the Initiative.

**MINIMUM QUALIFICATIONS:** **EDUCATION:** A Master's Degree or equivalent 36 post baccalaureate credit hours of course work in Education, Education Administration/Supervision, Literacy, Reading/English Language Arts or a closely related field. Certification in Early Childhood Education, Reading and/or English Language Arts is preferred.

**EXPERIENCE:** Four (4) years of professional teaching or administrative/supervision experience in or affiliated with an education program, including two years of experience coordinating or administering an education program directly related to the position; grant management experience is preferred. Experience with an Early Childhood or Elementary English Language Arts education program is preferred.

**NOTE:**

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

**ESSENTIAL REQUIREMENTS:** Knowledge of the Maryland College and Career Ready Standards and the Maryland comprehensive Literacy Plan; knowledge of early literacy programs; knowledge of curriculum and evidence-based instructional practices in English Language Arts and literacy; skill in implementing, monitoring, and evaluating education programs; skill in developing and presenting professional learning programs; knowledge of school improvement programs; skill in monitoring and document grant financial activity; skill organizing/ managing multiple tasks and timelines; ability to work as a team member; ability to establish and maintain effective working relationships; ability to communicate effectively, both orally and in writing.

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***AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE***

**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](http://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, Early Literacy Specialist #219586 (JobAps# 19-005055-0028)** 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](http://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 September 13, 2019 - Open Until Filled.