



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 PROGRAMS BRANCH

September 28, 2018

- POSITION TITLE:** Education Program Specialist I, Physical Education Specialist
- POSITION NUMBER:** 109240 (JobAps #18-005055-0022) Contractual Position
- SALARY:** State Salary Grade 21
Annual Salary Range: \$60,543 - \$88,424
- LOCATION:** Nancy S, Grasmick Education Building
200 West Baltimore Street
Baltimore, MD 21201
- NATURE OF WORK:** This is a contractual professional position responsible for providing leadership, content expertise, and coordination in the implementation of Physical Education programs in Maryland public schools.
- DUTIES AND RESPONSIBILITIES:** Provides leadership and technical assistance to internal and external stakeholders in the planning, development, implementation, and evaluation of Physical Education programs; facilitates professional learning opportunities for teachers and administrators in the area of Physical Education; facilitates the development of programs and assists in the monitoring of goals and objectives for Physical Education that comply with the State laws, State Board of Education regulations and Departmental policies; collaborates with other Divisions within the Department and other Departments in support of programs related to Physical Education; identifies exemplary Physical Education programs and materials; builds local capacity for Physical Education curriculum development, implementation and evaluation.
- MINIMUM QUALIFICATIONS:**
- EDUCATION:** Master's Degree or equivalent 36 credit hours of post baccalaureate course work in Education, Educational Administration/Supervision, Physical Education, or a closely related field. Maryland certification in Physical Education is preferred.
- EXPERIENCE:** Four (4) years of professional work experience in teaching and administration, or supervision within an education setting. Experience in a physical education program preferred.
- 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 Physical Education standards; knowledge of trends, regulations, policies, and issues affecting Physical Education programs and assessments; knowledge of Physical Education curriculum development and instruction; skill in implementing, monitoring, and evaluating Physical Education programs; skill in developing and presenting professional learning programs; ability to organize 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 I, Physical Education Specialist Position# 109240 (JobAps #18-005055-0022)**. 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 **October 19, 2018** - Open until filled.