



# 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  
PROGRAM IMPROVEMENT AND FAMILY SUPPORT BRANCH**

**April 5, 2019**

**POSITION TITLE:** Education Program Specialist I,  
School Improvement and Title I Programs Specialist

**POSITION NUMBER:** 039678 (JobAps # 19-005055-0012)

**SALARY:** State Salary Grade 21  
Annual Salary Range: \$62,063 - \$90,644

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

**NATURE OF WORK:** This is a professional position responsible for providing programmatic, fiscal, and budgetary accountability for the Program Improvement and Family Support Branch. The position provides assistance and technical support to Title I schools and school systems as they move through the levels of school improvement and assisting in the design, development, implementation and evaluation of federal and State programs to improve the teaching and learning of disadvantaged students in Maryland.

**DUTIES AND RESPONSIBILITIES:** Provides fiscal, budget, and grants management for the Program Improvement and Family Support Branch; supports and monitors local school system grants; prepares accurate State and federal reports, budgets, and tracking of expenditures; provides support and technical assistance to Title I schools and school systems for the interpretation and compliance of the Elementary and Secondary Education Act; supports schools as they develop and implement their school improvement plans; ensures quality instructional practices and compliance with State and Federal guidelines and requirements; researches best practices for school improvement and comprehensive school reform.

**MINIMUM QUALIFICATIONS:** **EDUCATION:** A Master's Degree or equivalent 36 post baccalaureate credit hours of course work in Education, Education Administration/Supervision, Educational Research, Education Policy or a related field.

**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 grants or education programs directly related to the position; experience with grant management and coordinating school improvement programs 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 Federal and State grant management, State and Federal funding and procurement rules, protocols, and policies; State and Federal laws, regulations, policies, and issues governing education programs, specifically Title I School Improvement Grants; knowledge of the Elementary and Secondary Education Act; knowledge of school improvement programs; skill in planning and delivering technical assistance, staff development and guidance to local school systems and external stakeholders; skill in implementing, monitoring, and evaluating programs; 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.onJobAps.com) (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, School Improvement and Title I Programs Specialist #039678 (JobAps# 19-005055-0012)** 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 **April 19, 2019** - Open Until Filled.