



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

October 12, 2018

POSITION TITLE: Education Program Specialist I, English Learners Specialist

POSITION NUMBER: 040161 (JobAps #18-005055-0023)

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 professional position responsible for providing technical assistance and programmatic support to the State and to local education agencies (LEAs) for state and local programs, data, assessments, and accountability for English learners (ELs).

DUTIES AND RESPONSIBILITIES: Provides leadership, technical assistance monitoring and guidance to LEAs regarding the collection, validation, and submission of data for English Learners; provides training for the implementation of English Language Proficiency (ELP) assessments; assists with the administrative duties of the ESOL Program including the management of Title III grant activities supporting K-12 English Language programs; collects, manages and analyzes data that guides and informs decisions regarding English language development (ELD) programs; provides professional development to local EL supervisors regarding the ELP assessment to ensure alignment with curriculum and instruction of EL as required by federal and State law; collaborates with higher education and national EL experts; and represents the State in issues pertaining to English Language Learners.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Master's Degree or equivalent 36 post baccalaureate credit hours of course work in Education, Education Administration/Supervision, English Language Learning, or a related field. Maryland certification in ESOL (English for Speakers of Other Languages) is preferred.

EXPERIENCE: Four (4) years of professional administrative or teaching experience in or affiliated with an education program. Administrative experience in an area related to English Language Learning programs is required.

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 Every Student Succeeds Act (ESSA) and Title III, knowledge of trends, regulations, policies and issues that address English Language Learner programs; knowledge of ESOL principles and programs; knowledge of ELP standards; knowledge of curriculum development and instruction of English Language Learners; knowledge of performance assessment for English Language Learner students K-12 education programs; skill in implementing, monitoring and evaluating education programs; skill in developing and presenting professional development programs; ability to interpret and apply laws, regulations and standards governing English Language Learner programs; ability to collect and organize ELP data; 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.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

PROCEDURE FOR APPLICATION:

To apply for these positions online go to [MSDE Jobs on JobAps](#) (or complete an MSDE Application on [marylandpublicschools.org](http://www.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, English Learners Specialist #040161 (JobAps #18-005055-0023)**. 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 26, 2018** - Open until filled.