



# 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 EARLY CHILDHOOD

February 8, 2019

OFFICE OF THE ASSISTANT STATE SUPERINTENDENT

**POSITION TITLE:** Education Program Manager I, Early Childhood System Project Manager

**POSITION NUMBER:** CTR# 336820 JobAps# 19-005058-0001

**SALARY:** State Salary Grade 23  
Annual Salary Range: \$70,339- \$102,674

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

**NATURE OF WORK:** This is a contractual professional position that manages & directs the Preschool Development Grant Birth through Five (PDG B-5); grant implementation within the Department; coordinates, logistics monitors the implementation of the Memorandum of Understandings (MOUs), the PDG B-5 Scope of Work, submits required reports & issues implementation according to established timelines.

**DUTIES AND RESPONSIBILITIES:** Provides leadership to manage the execution of PDG B-5 grant efforts associated with the Department's projects; develops and manages processes & procedures to standardize project management practices throughout the Division; supports the management team's effort to include project plan, scope management, resource management, time management, communications, procurement, user training & project delivery; oversees contractor selection tasks; conducts quality assurance reviews of contractor outputs; ensures that grant related projects conform to Maryland Statutes and regulations; manages and monitors the implementation of the sub-grants awarded to the LEAs and other entities; monitors the implementation of the Memorandum of Understandings and Scope of Work; provides technical assistance to appropriate personnel and sub grantees in developing and implementing their grants; communicates regularly with the Collaboration and Program Improvement Branch Chief, Assistant Superintendent and other senior staff regarding the implementation of the grant including reporting on project progress, scope changes, resource allocation, issues, risks & any other matters affecting the success of the grant.

**MINIMUM QUALIFICATIONS:** **EDUCATION:** A Master's Degree or higher in Early Childhood Education, Education Administration, Project Management, Public Administration, Business Administration, or other related field.

**EXPERIENCE:** Five (5) years of senior level management and leadership experience in Early Childhood program management, grant and fiscal management or a related field.

**NOTE:** Two additional years of experience as defined may substitute for the Master's Degree.

**ESSENTIAL REQUIREMENTS:** Knowledge of Preschool Development Grant Birth through Five (PDG B-5); experience with grant implementation & oversight; ability; experience with providing technical assistance to personnel, sub grantees & other stakeholders in developing & implementing their grants; ability to communicate effectively in writing & orally; submit required reports on time in an environment that is fast paced with competing priorities & deadlines; demonstrated ability to create & foster excellent working relationships & provide project leadership.

**PROCEDURE FOR APPLICATION:**

To apply for this position online go to [MSDE Jobs on JobAps](http://MSDE Jobs 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 Manager I, Early Childhood System Project Manager Contractual #336820 – (Jobaps#19-005058-00001)** 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 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 **February 22, 2019 – Open Until Filled.**