



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 EARLY LEARNING BRANCH

February 8, 2019

POSITION TITLE: Education Program Specialist I – Early Learning Program Development Specialist

POSITION NUMBER: CTR 336826 JobAps # 19-005055-0006

SALARY: Grade 21 Standard Salary Schedule
\$61,754 - \$90,193

LOCATION: 200 West Baltimore Street
Baltimore, Maryland 21201

NATURE OF WORK: This is a contractual professional position that provides technical assistance & program support to the Early Learning Branch within the Division of Early Childhood in the areas of the PreK & Kindergarten, the curriculum for grades PreK – 2, the Ready For Kindergarten (R4K) Assessment System, and professional development opportunities. Consults with other branches within the division, other MSDE divisions, public & private organizations regarding a PreK to Grade 2 continuum and other activities.

DUTIES AND RESPONSIBILITIES: Serve as the Division of Early Childhood’s coordinator for the Curriculum Project, administration and professional development for the Ready 4 Kindergarten Comprehensive Assessment System, & serve as liaison with other MSDE divisions. Review existing & proposed strategies for children entering school ready to learn in attendance areas of low-performing schools, make recommendations, & prepare proposed changes. Identify program needs regarding the transition of young children into public school, research, collaborate & evaluate best practices/strategies within the PreK & Kindergarten span, curriculum development & preschool pedagogy, monitor programmatic or fiscal progress, conduct on-site visits of programs & apply related federal / state laws, regulations or policy guidance documents to ensure programs comply with State & federal requirements. Review & assist in the development of monitoring policies / programs, including the PreK & Kindergarten, the development of curriculum & other activities, & assistance in the administration of the state’s R4K comprehensive assessment system..

MINIMUM QUALIFICATIONS: **EDUCATION:** A Master’s Degree or equivalent 36 post baccalaureate credit hours of course work in Early Childhood Education, Education Administration/Supervision, Public Administration or a closely related field.

EXPERIENCE: Four (4) years of professional experience in coordinating or administering an education program or service directly related to Early Childhood.

NOTE: Additional experience directly related to the position may be substituted for the education requirement on a year-to-year basis for up to six years.

ESSENTIAL REQUIREMENTS: Knowledge of Early Learning & development programs; knowledge of early childhood curriculum; knowledge of State and federal laws, policies, issues and regulations governing education programs for PreK-2nd grade students; skill in developing and presenting staff development; skill in managing financial grants, skill in coordinating and managing multiple tasks; ability to support teachers and administrators; ability to establish and maintain harmonious working relationships; ability to communicate clearly and effectively both orally and in writing.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

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, Early Learning Program Development Specialist - Division of Early Childhood, Child Care Subsidy Branch – Contractual Position # 336826, (Jobaps # 19-005055-0006)**. 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 submit your application by **February 22, 2019 – Open Until Filled.**