



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
MARYLAND EXCELS BRANCH

May 31, 2019

POSITION TITLE: Staff Specialist II, Maryland EXCELS Quality Assurance Specialists

POSITION NUMBER: *2 positions* 107030 and 103564 (JobAps # 19-005297-0004)

SALARY: State Salary Grade 16
Annual Salary Range \$45,123 - \$65,484

LOCATIONS: **MSDE Office of Child Care – Region 4 (Prince George’s County)**
807 Brightseat Road
Landover, MD 20785

MSDE Office of Child Care – Region 10 (Calvert, Charles & St. Mary’s Counties)
41670 Courthouse Drive
P.O. Box 1709
Leonardtown, MD 20650

NATURE OF WORK: These are professional contractual positions responsible for providing technical assistance, support and coordination of services to early care and education programs, including licensed child care centers, registered family child care homes, Head Start and Public Pre-K programs throughout the State of Maryland.

DUTIES AND RESPONSIBILITIES: Provides technical assistance to participating programs; coordinates efforts with licensing offices and regional child care resource and referral offices; Conducts on-site consultation visits provides information on Maryland EXCELS program standards; verifies the accuracy of Maryland EXCELS ratings; determines qualifications of child care center staff per the regulatory requirements specified by COMAR; assesses Maryland EXCELS standards with regard to regulatory compliance and quality improvement; makes recommendations for additional technical assistance or training through the Child Care Resource Center Network.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Bachelor’s Degree in Early Childhood Education, Early Childhood or Elementary Education Administration or a closely related field.

EXPERIENCE: Two (2) years of professional administrative or teaching experience in or affiliated with an early childhood education program. Previous experience inspecting, licensing and monitoring child care facilities are preferred.

ESSENTIAL REQUIREMENTS: Knowledge of trends, regulations, policies & issues affecting education program improvement & school readiness gaps; knowledge of procedures / practices which ensure safe & sanitary conditions at child care facilities; skill in implementing & monitoring program evaluations; ability to develop & initiate policies / procedures and to present recommendations clearly and concisely; ability to interpret and apply laws, regulations and standards governing education agencies; 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](https://www.marylandpublicschools.org/MSDEJobs) (or complete an MSDE Application on [marylandpublicschools.org](https://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 - **Staff Specialist II, Maryland EXCELS Quality Assurance Specialists ctr # 107030 (Prince George's County) and ctr # 103564 (Southern MD) JobAps#19-005297-0004**. 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 **June 14, 2019** – *Open Until Filled*.

